

**GOVERNMENT-WIDE PURCHASE CARD  
SURVEILLANCE CHECKLIST**

**APPROVING OFFICIAL CHECKLIST**

**PURPOSE:** To document compliance with procedures associated with AFI 64-117, Government-Wide Purchase Card (GPC) Program, dated 6 Dec 2002. The Agency/Organization Program Coordinator (A/OPC) GPC surveillance of each approving official is required in accordance with paragraph 4.3.3.6.1. This checklist has been tailored to meet local needs and all references to contingencies and convenience checks have been removed.

Organization: \_\_\_\_\_  
Approving Official: \_\_\_\_\_  
Surveillance Performed by: \_\_\_\_\_  
Date: \_\_\_\_\_

1. Does the approving official contact their local comptroller and/or legal office if any doubt exists regarding the proper use of appropriated funds? Paragraph **2.1.**  
YES-NO-N/A

Comments: \_\_\_\_\_

2. Does the approving officials comply with any and all MAJCOM or locally mandated approvals? Paragraph **2.2.16.**  
YES-NO-N/A

Comments: \_\_\_\_\_

3. Does the approving official comply with any and all MAJCOM and/or locally mandated restrictions? Paragraph **2.4.16.**  
YES-NO-N/A

Comments: \_\_\_\_\_

4. Does the approving official have a Letter of Appointment signed by the organization commander/director, which designates him/her as the Approving Official? Paragraph **3.1.**  
YES-NO-N/A

Comments: \_\_\_\_\_

5. Are changes to approving official limits submitted to the A/OPC, in writing (e-mail acceptable), by the authorizing official? Paragraph **3.1.** YES-NO-N/A

Comments: \_\_\_\_\_

6. Are changes to cardholder limits submitted to the A/OPC, in writing (e-mail acceptable), by the approving official? Paragraph **3.1.** YES-NO-N/A

Comments: \_\_\_\_\_

7. Considering current primary responsibilities, does the number of cardholders assigned to the approving official allow sufficient time for them to adequately monitor their cardholders' purchase activity? Paragraph 3.1.1 YES-NO-N/A

Comments: \_\_\_\_\_

8. Does the approving official establish the funding document limit of the Air Force Government Purchase Card Fund Cite Authorization Form, AF Form 4009, in coordination with and certified by the FSO? Paragraph 3.2.3. YES-NO-N/A

Comments: \_\_\_\_\_

9. Does the approving official obtain a certified funding document before the cardholder uses a card? Paragraph 3.2.3. YES-NO-N/A

Comments: \_\_\_\_\_

10. Does the approving official request changes to the Merchant Activity Type (MAT) code from the A/OPC (e-mail acceptable)? Paragraph 3.3. YES-NO-N/A

Comments: \_\_\_\_\_

11. Did the approving official participate in refresher training sessions or receive updated refresher training information? Paragraph 4.3.3.3.1 YES-NO-N/A

Comments: \_\_\_\_\_

12. Does the approving official ensure that all cardholder transactions are for valid government requirements, are only made for valid appropriated fund expenditures and comply with the requirements of AFI 64-117? Paragraph 4.3.4.1 YES-NO-N/A

Comments: \_\_\_\_\_

13. Is the approving official designated as accountable officials as described in AFI 64-117, Attachment 2? Paragraph 4.3.4.1. YES-NO-N/A

Comments: \_\_\_\_\_

14. Is the approving official in the same chain of command as the cardholder (e.g., unit or squadron)? Paragraph 4.3.4.1. YES-NO-N/A

Comments: \_\_\_\_\_

15. Is the approving official also a cardholder for the same account? Paragraph **4.3.4.1**.  
YES-NO-N/A

Comments: \_\_\_\_\_

16. Is the approving official a subordinate of a cardholder? Paragraph **4.3.4.1**  
YES-NO-N/A

Comments: \_\_\_\_\_

17. Is an alternate approving official designated for the approving official account?  
Paragraph **4.3.4.1**. YES-NO-N/A

Comments: \_\_\_\_\_

18. Does the approving official provide GPC dollar limits to the A/OPC for all of their cardholders and ensure that established limits are not exceeded? Paragraph **4.3.4.1.1**.  
YES-NO-N/A

Comments: \_\_\_\_\_

19. Does the approving official review each of their cardholder's statement of account each month? Paragraph **4.3.4.1.2.1**. YES-NO-N/A

Comments: \_\_\_\_\_

20. Not later than 15 days after the end of the billing cycle, does the approving official review and verify that all transactions are appropriate, given the duties of the cardholder and mission of the unit, and those purchases were made in accordance with AFI 64-117 and if so, approve/sign the statement of accounts? Paragraph **4.3.4.1.2.2**.  
YES-NO-N/A

Comments: \_\_\_\_\_

21. Does the approving official and forward their certified statement of account to the USMTM/DC (Contracting) by the 15<sup>th</sup> of each month? Paragraph **4.3.4.1.2.2 & local procedure**  
YES-NO-N/A

Comments: \_\_\_\_\_

22. Does the approving official maintain all original supporting documentation, in accordance with **4.3.5.4**., for all accounts when the cardholder has transferred, been reassigned, or retired and the account is closed? Paragraph **4.3.4.1.3 & 4.3.5.5**.  
YES-NO-N/A

Comments: \_\_\_\_\_

23. Does the approving official reconcile/approve cardholder accounts when the cardholder does not reconcile their account within 15 days after the end of the billing cycle? Paragraph **4.3.4.1.4.** YES-NO-N/A

Comments: \_\_\_\_\_

24. Has the approving official conducted reviews of 100% of cardholder files within the past 12 months? Paragraph **4.3.4.1.5. & 4.3.3.6.1.** YES-NO-N/A

Comments: \_\_\_\_\_

25. Are newly appointed cardholders actively reviewed by the approving officials during the first three months to ensure they are effectively performing their duties and following all procedures? Paragraph **4.3.4.1.5. & 4.3.3.6.1.** YES-NO-N/A

Comments: \_\_\_\_\_

26. Does the approving official promptly notify the A/OPC, in writing (e-mail acceptable), to request permanent cancellation of cardholder accounts? Paragraph **4.3.4.1.6.1.** YES-NO-N/A

Comments: \_\_\_\_\_

27. Does the approving official notify the Financial Services Office (FSO) when adjustments to the funding document are required? Paragraph **4.3.4.1.6.2. & 4.3.6.5.2.** YES-NO-N/A

Comments: \_\_\_\_\_

28. Does the approving official submit a written report (e-mail acceptable) to the A/OPC within five (5) workdays of the loss/theft? Paragraph **4.3.4.1.7.** YES-NO-N/A

Comments: \_\_\_\_\_

29. Does the approving official properly maintain account documentation in accordance with AFI 64-117? Paragraph **4.3.5.4** YES-NO-N/A

Comments: \_\_\_\_\_

30. Upon reassignment, separation, or retirement, does the approving official turn in his/her funding document to the FSO and if a new approving official is being assigned,

is a replacement funding document issued to the new approving official? Paragraph 4.3.6.5.1. YES-NO-N/A

Comments: \_\_\_\_\_

**APPROVING OFFICIAL  
REVIEW COMMENTS:**

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*AFI 64-117 is available on the USMTM Intranet. Links Directorates – Support Group – Contracting*

\_\_\_\_\_  
*Reviewers Signature*

\_\_\_\_\_  
*Date*

**A/OPC Surveillance Notes:**

- How many cardholder accounts under this Approving Official were reviewed by A/OPC as a part of this annual review?

\_\_\_\_\_ of \_\_\_\_\_

- Do the cardholder accounts reviewed represent at least 25% of the Approving Official’s total cardholder accounts? Paragraph 4.3.3.6.1.

YES-NO-N/A

- Checklists for all randomly selected cardholder accounts shall be attached to this approving account annual review