

**GOVERNMENT-WIDE PURCHASE CARD SURVEILLANCE CHECKLIST**

**PURPOSE:** To document compliance with procedures associated with AFI 64-117, Government-Wide Purchase Card Purchase Authorization Card (paragraph 4.3.3.6 -Purchase Card Surveillance Requirements). All references to contingencies and credit card checks have been removed.

Organization: \_\_\_\_\_

Cardholder: \_\_\_\_\_

Surveillance Performed by: \_\_\_\_\_

Date: \_\_\_\_\_

**CARDHOLDER GOVERNMENT-WIDE PURCHASE CARD REVIEW**

1. Does the cardholder have a letter delegating specified procurement authority from the Contracting Squadron Commander/Director of Contracting for the installation? Para **4.3.2.2.** YES-NO-N/A

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

2. Purchase Limits: SPL \_\_\_\_\_ MPL \_\_\_\_\_

a. Does the cardholder have an open-market purchase limit, which does not exceed \$2,500?

YES-NO-N/A

b. Does the cardholder have a \$25,000 limit for orders off pre-priced contracts and BPAs?

YES-NO-N/A

c. Does the cardholder have a \$100,000 limit for purchases directly from the DAPS? Para **2.1.1**, **2.1.2.3**, & **2.1.2.4.**

YES-NO-N/A

d. Does the cardholder have established monthly limits, which are complied with? Para **3.2.**

YES-NO-N/A

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

3. If the cardholder is required to use both appropriated and non-appropriated funds, does he/she have separate cards for each type of funds? Para **2.1.2.2.**

YES-NO-N/A

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

4. Are all purchases documented in the cardholder's purchase log? Para 4.3.5.3.1.1.

YES-NO-N/A

Comments:

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5. Does the cardholder's logs reflect documented authorizations required under AFI-64-117, Para 2.2. for any purchase requiring an authorization? Para 2.2.

YES-NO-N/A

Comments:

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6. Were any construction services approved on an AF Form 332 and under \$2,000? Para 2.2.10.

YES-NO-N/A

Comments:

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7. Did cardholder coordinate with their resource advisor or Base Contracting Squadron before acquiring repair services? Para 2.3.2.

YES-NO-N/A

Comments:

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8. Were any unauthorized purchases made by the cardholder? (If answer is YES, describe in "Comments" at the end of this review.) Para 2.4.1. through 2.4.13.

YES-NO-N/A

Comments:

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9. If cardholder was deployed for extended periods, did cardholder reconcile his/her statement and transmit by facsimile to Approving Official within established time period? Para 2.6.6.

YES-NO-N/A

Comments:

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10. If cardholder is in a Geographically Separated Unit (GSU), were documentation and reconciliation requirements met within established time periods? Para [2.7](#). YES-NO-N/A

Comments:

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11. If cardholder obtained EPA Guidelines Items, which did not meet EPA minimum recovered material standards, is a written determination, approved by the cardholder's squadron commander or equivalent, on file in the cardholder's organization? Para [2.10.2](#). YES-NO-N/A

Comments:

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12. Does the cardholder have a signed statement of training on file with the Installation Purchase Card Program Manager? Para [4.3.3.3.1.3](#). YES-NO-N/A

Comments:

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13. Did the cardholder allow others to use his/her card? Para [4.3.5.1](#). YES-NO-N/A

Comments:

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14. Were all items purchased available within the same or next billing cycle (unless vendor agreed to bill when shipment is made)? Para [4.3.5.2.2](#). YES-NO-N/A

Comments:

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15. Did cardholder pay tax on any purchases? Para [4.3.5.2.3](#). YES-NO-N/A

Comments:

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16. Did cardholder comply with requirements to purchase items IAW FAR Part 8 (FPI, NIB/NISH)? YES-NO-N/A

Comments:

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17. Did cardholder rotate sources when placing repeat orders? Para [4.3.5.3.1.5](#). YES-NO-N/A

Comments:

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18. Did the cardholder document all telephone and mail orders in their purchase log and annotate log when delivery was received? Para 4.3.5.3.3.4.

YES-NO-N/A

Comments:

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19. Does cardholder maintain supporting documentation and purchase logs IAW FAR 4.805(b)(10)? Para 4.3.5.4.1.

YES-NO-N/A

Comments:

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20. Does cardholder reconcile, sign, and forward account statements to the Approving Official within the established time periods? Para 4.3.5.5.5.

YES-NO-N/A

Comments:

\_\_\_\_\_

21. Does cardholder follow the procedures for submitting Cardholder Statement of Questioned Items (CSQI)? Para 4.3.5.6.

YES-NO-N/A

Comments:

\_\_\_\_\_

22. If cardholder will be TDY or on leave, does he/she forward their purchase log and supporting documentation to the Approving Official before departure? Para 4.3.5.7.

YES-NO-N/A

Comments:

\_\_\_\_\_

15. Upon reassignment, separation, retirement, etc., does the cardholder surrender the GPC to the approving official at least 30 days prior to departure? Paragraph 4.3.5.8.

YES-NO-N/A

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

16. Does the approving official send an e-mail to the A/OPC stating all transactions (charges/credits) have cleared the Bank, the GPC has been destroyed and request cancellation? Paragraph 4.3.5.8.

YES-NO-N/A

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

**CARDHOLDER  
REVIEW COMMENTS:**

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*Reviewer's Signature*

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*Date*