

**CREDIT CARD INSPECTION CHECKLIST**

**CREDIT CARD HOLDER:** \_\_\_\_\_

**ACTIVITY:** \_\_\_\_\_

**PERIOD INSPECTED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Credit card holders must be inspected annually. A meeting should also be held with the Approving Official to ensure they are having no problems.

**APPROVING OFFICIAL:** \_\_\_\_\_

	<u>YES</u>	<u>NO</u>	<u>NA</u>
<b>1. Are the following documents on file and current?</b>			
<b>a. Appointment Letter</b>	_____	_____	_____
<b>b. Training Certificate</b>	_____	_____	_____
<b>c. Ft. Dix Instruction package and SOP</b>	_____	_____	_____
<b>d. Internal SOP from Approving Official</b>	_____	_____	_____
<b>e. Log of all credit card actions</b>	_____	_____	_____
<b>f. Completed credit card bills</b>	_____	_____	_____
<b>2. Are written supporting documents maintained?</b>	_____	_____	_____
<b>3. Are purchases being rotated among vendors?</b>	_____	_____	_____
<b>4. Are failures to perform on the part of the vendor resolved or reported to the Chief, DOC Contracting?</b>	_____	_____	_____
<b>5. Are all items being procured authorized?</b>	_____	_____	_____
<b>6. Were all purchases beneath the single purchase threshold? (i.e. NO SPLIT PURCHASES)</b>	_____	_____	_____
<b>7. Are all purchases made by the delegated card holder?</b>	_____	_____	_____
<b>8. Are bills processed in a timely manner?</b>	_____	_____	_____
<b>9. Are all bills supported by budget?</b>	_____	_____	_____
<b>10. Is the appointment of the card holder still essential to efficiently and effectively accomplish the mission.</b>	_____	_____	_____

**INSPECTION COMPLETED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE OF CARD HOLDER:** \_\_\_\_\_