

Approving Official Checklist

Note to AO: It is required that you review cardholder transactions on a monthly basis. Use this checklist as a guide for reviewing the transactions in accordance with DR 5013-6, REE P&P 213.3M, and OMB Circular A-123, Appendix B. If a cardholder leaves, immediately notify the LAPC to cancel the purchase card and assure that automatic recurring transactions, such as subscriptions and/or UPS, are canceled.

Cardholder Name: _____ Transaction Date: _____

Transaction Description: _____

	YES	NO
Transaction is for official Government business and represents legitimate needs of the Government.		
Transaction is within the cardholder's single purchase limit.		
An adequate item description for the transaction was entered and approved as required (Descriptions such as "office supplies and furniture" are inadequate).		
Funds were available and prior approval was obtained before the purchase of the supplies/services.		
Cardholder has adequate documentation for the transaction (i.e., requisition, invoice, packing slip, receipt, electronic commitment or purchases made over-the counter, by telephone, or the internet)		
There is evidence of independent receipt and acceptance of goods or services from someone other than the cardholder in the file.		
The appropriate budget object code was used.		
Cardholder used required sources (i.e., AbilityOne, NIB/NISH, FSSI BPA)		
Non-Required Source Vendor Approval form (form AD-3110)		
The transaction was not split to stay below the single purchase limit or micro purchase limit.		

I affirm that all information provided on this form is true and accurate.

AO Signature
Date