

**GOVERNMENT COMMERCIAL PURCHASE CARD (GCPC) PROGRAM  
CHECKLIST  
Version 1.3**

NROTC Unit Assessed:

Ref: (a) NAVSUPINST 4200.99 (Series)  
(b) Simplified Acquisition Procedures Guide, dated April 2018

Purpose. To provide a consistent method for reviewing the Government Commercial Purchase Card (GCPC) and Convenience Check processes. The Navy implements the GCPC and Convenience Check programs in order to minimize paperwork and simplify the administrative effort associated with traditional and emergent purchase of supplies and services.

Evaluation. Circle the appropriate response. In the event of a “No” response, explain and provide documentation as required in the Remarks Section.

**1. GCPC Administration**

No.	Metrics	Yes	No	N/A
1	Program participants (Agency Program Coordinator, Approving Official, CardHolder) are properly delegated in writing by the Commanding Officer/Head of Activity. (Ref (a), pg 3-3 and 3-4)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (1)				
2	Program participants (HA*, APC, AO, CH) have completed the required initial and refresher training. *Initial only. (Ref (a), pg 3-2 and 3-3)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (2)				
3	Previous program participants' files (letters & training) are maintained for 3 years beyond their transfer date. (Ref (a), pg 2-6)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (3)				
4	Activity GCPC Internal Operating Procedures (IOP) includes the 11 required elements. (Ref (a), pg 2-5 and 3-6)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (4)				

**2. GCPC Purchases**

No.	Metrics	Yes	No	N/A
5	CH ensures availability of funds and documents it on the Purchase Order Request Form (PORF) before a purchase (Ref (a), pgs 2-8; 4-1 and 4-4)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (5)				

**GOVERNMENT COMMERCIAL PURCHASE CARD (GCPC) PROGRAM  
CHECKLIST  
Version 1.3**

6	CH screens requirements for availability from the mandatory sources of supply and documents it on the PORF. (Ref (a), pg 4-3 and 4-4 and PCAN 03-20 Oct 14)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (6)				
7	CH ensures the GCPC was not used to purchase any prohibited items. (Ref (a), pg 4-9 and 4-10 and Ref (b))	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (7)				
8	CH ensures each transaction has an approved requisition/requirement document. (Ref (a), pgs 4-1; 4-4 and 4-6)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (8)				
9	CH ensures each transaction has a sales receipt/merchant invoice. (Ref (a), pg 4-6)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (9)				
10	CH ensures each transaction includes signed proof of delivery/ acceptance with the 5 required elements. (Ref (a), pg 4-9)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (10)				
11	CH and AO ensured each transaction maintained a proper separation of function. (Ref (a), pg 4-7)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (11)				
12	CH ensures each transaction is listed on the purchase card log. Log includes the 7 required elements*. *Advocate inclusion of the 5 additional recommended elements. (Ref (a), pg 4-5)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (12)				

**3. GCPC Closeout**

No.	Metrics	Yes	No	N/A
13	CH ensures the monthly statement review is completed within 5 working days of availability. Completed reviews include adding required notes and reallocating LOA if needed. (Ref (a), pg 5-1 and NSTC guidance)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (13)				

**GOVERNMENT COMMERCIAL PURCHASE CARD (GCPC) PROGRAM  
CHECKLIST  
Version 1.3**

14	AO completes the statement review and certification within 5 days of receipt from CH. Completed reviews include ensuring required notes are added to each transaction and LOA is reallocated if needed (Ref (a), pg 5-2 and NSTC guidance).	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (15)				
15	AO completes the Department of Defense (DOD) Insights on Demand (IOD) transactional review within 15 days from when it became available. (Ref (a) and NAVSUP Guidance)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (16)				
16	The APC completes the transactional and monthly review within the DOD IOD within 30 days from when it became available. (Ref (a) and NAVSUP Guidance)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (17)				

***\*Note: This guide is not all-inclusive. Thorough knowledge of the program and compliance with the applicable instructions are required.***

Additional remarks as required:

1. Convenience Check Administration

No.	Metrics	Yes	No	N/A
18	Convenience check holder properly delegated in writing by the Commanding Officer/Head of Activity. (Ref (a), pg 3-3 and 3-4)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (18)				
19	Convenience check holder completed required initial and refresher training. (Ref (a), pg 3-2 and 3-4)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (19)				
20	Previous convenience check writer files (letters & training) are maintained for 3 years beyond their transfer date. (Ref (a), pg 2-6)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (20)				
21	Activity GCPC IOP includes convenience check requirements (NAVSUP Guidance)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>

**GOVERNMENT COMMERCIAL PURCHASE CARD (GCPC) PROGRAM  
CHECKLIST  
Version 1.3**

Remarks (21)

2. Convenience Check Purchases

No.	Metrics	Yes	No	N/A
22	Convenience check holder ensures convenience checks are used as a last payment option. (Ref (a), pg 2-10 and 3-5)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (22)				
23	Convenience checks are issued for less than the micro-purchase threshold. (Ref (a), pg 2-10, 3-5 and 5-4)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (23)				
24	Convenience check writer ensures required reporting to the Internal Revenue Service within the Defense Finance and Accounting Service 1099 Tax Reporting Process. system. (Ref (a), pg 2-10 and 5-4)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (24)				
25	Convenience checks were written by the checking account holder. (Ref (a) pg 2-10 and 3-5)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (25)				
26	Convenience checks were only written for authorized items. (Ref (a) pg 3-5)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (26)				
27	Convenience check holder ensured current transaction fees are noted on the purchase document and reallocated to the same funding document as the check. (NSTC Comptroller Guidance)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (27)				

3. Convenience Check Closeout

No.	Metrics	Yes	No	N/A
28	Convenience check writer and AO ensures the monthly statement review is completed within 5 days of availability. (Ref (a), pg 5-1 and 5-2)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>

**GOVERNMENT COMMERCIAL PURCHASE CARD (GCPC) PROGRAM  
CHECKLIST  
Version 1.3**

Remarks (28)				
29	Convenience check holder ensures the annual review of the convenience check program is conducted by an officer or equivalent DOD civilian who is independent of the office maintaining the account. (Ref (a), pg 5-4)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (29)				

***\*Note: This guide is not all-inclusive. Thorough knowledge of the program and compliance with the applicable instructions are required.***

Additional remarks as required:

Checklist conducted by:

NAME (unit staff or CATT Team)	DATE

For questions/comments about this process/program/checklist, contact N4 personnel.