

**GOVERNMENT COMMERCIAL PURCHASE CARD (GCPC) PROGRAM
CHECKLIST
Version 1.4**

NROTC Unit Assessed:

- Ref: (a) NAVSUPINST 4200.99 (Series)
 (b) Simplified Acquisition Procedures Guide, dated April 2018
 (c) PCAN FY21 1 – Required Training Update (2 Oct 20)
 (d) PCAN FY20 22 – Update to FY19 NDAA Section 889(a)(1)(B) (18 Sep 20)
 (e) PCAN FY20 15 – Tracking and Reviewing Coronavirus Disease 2019 Transaction (9 Apr 20)
 (f) PCAN FY20 02 - US Bank Convenience Check Fee (15 Nov 19)

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. Place a check mark next to 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 (APC), Approving Official (AO), Cardholder (CH)) are properly delegated in writing by the Commanding Officer/Head of Activity or APC with Delegating Authority*. (Ref (a), pg 3-3 and 3-4)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (1) <ul style="list-style-type: none"> *Effective 1 Oct 21, PIEE JAM Letters of Delegation will be mandatory with manual letters of delegation discontinued. 				
2	Program participants (HA*, APC, AO, CH) have completed the required initial and refresher training. *Initial only. (Ref (c))	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 and Section 889 guidance (Ref (a), pg 2-5 and 3-6, Ref (d))	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (4)				

**GOVERNMENT COMMERCIAL PURCHASE CARD (GCPC) PROGRAM
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2. GCPC Purchases

No.	Metrics	Yes	No	N/A
5	CH ensures availability of funds by noting the document number and Line of Accounting (LOA) 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)				
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. Approval includes NSTC Fund Approver Approval (Ref (a), pgs 4-1; 4-4 and 4-6 and NSTC Comptroller Guidance)	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 the FY 2019 NDAA Section 889a(1)(B) written representation (if required). (Ref (d))	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (10)				
11	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 (11)				
12	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 (12)				
13	CH ensures transactions are listed on their purchase card log which includes all 7 required elements* (* advocate inclusion of the 5	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>

**GOVERNMENT COMMERCIAL PURCHASE CARD (GCPC) PROGRAM
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	additional recommended elements) and NDAA 889 entry. (Ref (a), pg 4-5 and Ref (d))			
Remarks (13)				

3. GCPC Closeout

No.	Metrics	Yes	No	N/A
14	CH ensures their monthly statement review is complete within 5 working days of availability. Completed reviews include adding required notes (NSTC Comptroller, 889 and COVID-19 allowable entries) and reallocating LOA if needed. (Ref (a), pg 5-1, Ref (d), Ref (e) and NSTC guidance)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (14)				
15	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 (NSTC Comptroller, 889 and COVID-19 allowable entries) and reallocating LOA if needed. (Ref (a), pg 5-2, Ref (d), Ref (e) and NSTC guidance).	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (15)				
16	AO completes the Department of Defense (DOD) Insights on Demand (IOD) transactional reviews, if available, within 15 days of the statement availability date. (Ref (a) and NAVSUP Guidance)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (16)				
17	The APC completes the transactional and monthly reviews that are available within the DOD IOD within 30 days of the statement availability date. (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:

4. Convenience Check Administration

**GOVERNMENT COMMERCIAL PURCHASE CARD (GCPC) PROGRAM
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Version 1.4**

No.	Metrics	Yes	No	N/A
18	Convenience check holder is 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) <ul style="list-style-type: none"> *Effective 1 Oct 21, PIEE JAM Letters of Delegation will be mandatory with manual letters of delegation terminated. 				
19	Convenience check holder completed required initial and refresher training. (Ref (c))	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. (Ref (a))	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (21)				

5. Convenience Check Purchases

No.	Metrics	Yes	No	N/A
22	Convenience check writer 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 in accordance with the 099 Tax Reporting Guidance. (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)				

**GOVERNMENT COMMERCIAL PURCHASE CARD (GCPC) PROGRAM
CHECKLIST
Version 1.4**

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 writer ensured current transaction fees were noted on the PORF and the LOA was reallocated to the same funding document as the check. (Ref (f) and NSTC Comptroller Guidance)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (27)				

6. Convenience Check Closeout

No.	Metrics	Yes	No	N/A
28	Convenience check writer ensured they completed their portion of the statement review process within 5 days of availability, with the AO completing their certification within 5 days of receipt from the Convenience Check write. Completed reviews include adding required notes (NSTC Comptroller, 889 and COVID-19 allowable entries) and reallocating LOA if needed. (Ref (a), pg 5-1, Ref (d), Ref (e) and NSTC guidance)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (28)				
29	Convenience check writer ensured an annual review was conducted on their convenience checks 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)				

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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.