

Government Charge Card (GOVCC) Program Validation Checklist

INSTRUCTIONS: Complete the following GOVCC Program Validation Checklist, then sign, date, and return to: Ms. Charlotte Pomeroy, DoDEA, Resource Management Division, MAS, Component Program Manager, via email charlotte.pomeroy@hq.dodea.edu or FAX (703) 588-3709. The validation checklist must be completed and returned by NLT the 5th workday of each month.				
Citi EAS Custom Reporting System (CCRS)	Reviewed	Validate Travel Orders	N/A	Number of Actions
Detailed Account Listing Report				
(1) Reviewed account listing report to ensure cardholder accounts are located in the proper hierarchy level (HL).				
(2) Transferred cardholder accounts.				
(3) Closed cardholder accounts.				
(4) Updated cardholder account information, i.e., billing address, email/telephone numbers.				
Declined Authorization Report – CD220				
(1) Reviewed authorization/decline report to ensure that the declined charges were not an inappropriate expense.				
(2) All travel orders on file as required.				
(3) Misuse/abuse notification letter issued to cardholder’s supervisor				
(4) Received cardholder’s signed acknowledgement of counseling.				
Card Delinquency Report – CD200				
(1) Reviewed delinquency report for accounts that are in a delinquent status.				
(2) Notified cardholders of 30-day delinquency. Telephonically (Admin person)				
(3) Issued 60-day notification letter to cardholder’s supervisor				
(4) Issued 90+ day notification letter to Area Office/District Level through Supervisor to cardholder.				
(5) Cardholder counseling				
(6) Received cardholder’s signed acknowledgement of counseling.				
Detailed Electronic Transaction File				
(1) Reviewed transaction activity report for inappropriate use and/or abuse of travel card privileges.				
(2) All travel orders on file as required				
(3) All expenses valid.				
(4) Cardholder counseling.				
(5) Misuse/abuse notification letter issued to supervisor.				
(6) Received cardholder’s signed acknowledgement of counseling.				

I certify that the Citi EAS CCRS reports listed above have been reviewed, validated and completed for the month of (mm/yyyy) _____

Hierarchy Level:	Signature:
Name (A/OPC)	Date: