

FINCEN PURCHASE CARD AUDIT DOCUMENTATION SUBMISSION COVER SHEET/CHECKLIST

Last 10 Digits Of Purchase Card Account Number

Statement Period (YY/MM)

Copy of Printed Purchase Card Statement from PCA

Itemized Invoice:

(No Packing Lists/Slips, Quotes or Estimates in lieu of Itemized Invoice)

GSA Orders – GSA Advantage Confirmation Page

Cell phone bill, summary page only

Sales Tax *(Credit from vendor, if applicable)*

Copy of PR *(If FY Change or for additional descriptive information)*

Copy of Carrier's Freight/Shipping Invoice *(If freight exceeds \$100.00)*

Memo in lieu of Invoice *(See FINCEN SOP Chap. 12, Sec. D)*

Applicable Authorizations Required:

COCO Authorization *(membership, fuel, food, etc.)*

Bottled Water Authorization

GPO Waiver *(required prior to printing)*

Other: _____

Please fax documentation to [757-523-6719](tel:757-523-6719) or scan and e-mail as an attachment to FIN-SMB-PCardStatements@uscg.mil

NOTE: DO NOT SEND AUDIT DOCUMENTATION TO PERSONAL E-MAIL BOXES.

If you do not have access to a fax machine or scanner and e-mail, send hard copies to:

Mailing Address:
USCG Finance Center
Purchase Card Team
PO Box 4107
Chesapeake, VA 23327-4107

DHL, FedEx
USCG Finance Center (FI)
ATTN: P-Card Audit Team
1430 A Kristina Way
Chesapeake, VA 23326