

Convenience Checks

Here's a sample checklist of items to check before making a convenience check purchase:

- Was the convenience check the last payment option? A convenience check may not be used if the vendor accepts the charge card or is willing to accept an electronic payment. The account is charged 1.9 percent fee of the total amount for each convenience check written.
- Was the convenience check made payable to a prohibited source? For example, checks cannot be payable to self, any Federal employee, online auction sites such as E-Bay (to preserve rights afforded with use of the card), or cash.
- Was the convenience check for a travel-related expense? The use of convenience checks for the travel business line is prohibited.
- Are all checks within the check writer's single purchase limit? The check single-purchase limit may be different from the regular single-purchase limit. The single-purchase limit on convenience checks cannot exceed \$3,000, for supplies, \$2,500 for services, and \$2,000 for construction. In addition, the maximum for emergency incidents is limited to \$10,000, within the limits of the contracting officer authority and up to \$25,000 for Alaska fire crew chiefs to purchase lodging for themselves and their crews.
- Periodically you should review the convenience check writer's checkbook to ensure that no carbon required (NCR) or carbon copies of checks are created and retained as the official government record.
- You should also periodically review records to ensure that 1099 miscellaneous reportable transactions are prepared and submitted to finance.