

# DEBIT CARD ISSUE – CHECKLIST

TRAVELER NAME: \_\_\_\_\_ EMPLID: \_\_\_\_\_  
 (Print Clearly) SPONSOR EMPLID: \_\_\_\_\_

	QUESTION	Y/N	COMMENT	INITIAL/ VERIFIED BY
1	Does the traveler have a new, active or suspended GTCC or is not exempt from mandatory use of the GTCC?		If YES, debit card shall not be issued.	
2	Do time constraints allow the traveler enough time to obtain a travel advance through routine processes?		If YES, debit card shall not be issued.	
3	Would the traveler encounter a financial hardship if an immediate advance were not issued?		If NO, debit card shall not be issued.	
4	Do travel orders or amendment authorize a travel advance?		If NO, debit card shall not be issued.	
5	Were travel orders created more than 10 days prior to travel commencing?		If YES, debit card shall not be issued.	
6	Is debit card issued within 3 days of travel?		If NO, debit card shall not be issued.	
7	Is SF-1038 printed and signed by the approving official?			
8	Did the traveler sign blocks 9 and 13 of the SF-1038?		Signature on File is not considered a valid form of endorsement for this process.	
9	Are travel orders signed by authorizing official, traveler and supervisor?			
10	Are the words DEBIT CARD written in block 1 of the SF-1038?			
11	Is the approving official also the debit agent?			
12	Are the orders properly endorsed for the debit card issue? Endorsement must read: Debit card with account number XXX in the amount of \$\$\$ was issued to (TRAVELER NAME) on DDMMYYYY by AGENT NAME and site location			
13	Has the bank confirmation page been printed after the funding action has been submitted?			
14	Did the traveler read/date/ print/sign the Information/Acknowledgement form?			
15	Did the debit card agent print/sign/date the Information/Acknowledgement form?			
16	Did the traveler activate the card before leaving the office?			
17	Have all supporting documents been scanned and emailed to FINCEN and PSC? Supporting documents include: (1) Official travel orders with amendments and proper endorsements; (2) SF-1038; (3) Bank confirmation page; (4) Debit Card Issue Information/Acknowledgement form; (5) completed back of card carrier with account number; and (6) Debit Card Issue-Checklist-signed			

**I have reviewed all the requirements for this debit card issue IAW CIM4600.18. Any authorized exceptions for this card issue are noted as follows (please summarize the exception and who by name authorized it):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**All required documents have been scanned and emailed to:**  
**FIN-SMB-ASAP.FIN-SMB-ASAP@USCG.MIL**  
**ARL-PF-CGPSC-JPMC-GTCC@USCG.MIL**

**Date:** \_\_\_\_\_  
**Location-** \_\_\_\_\_

**Printed Debit Agent name:** \_\_\_\_\_

**Signed Debit Agent name:** \_\_\_\_\_