

10-2. Establishing a Convenience Check Account

- a. Convenience check accounts are dedicated accounts and must be maintained separately from the GPC account. Cardholders may have both a regular GPC account and a separate convenience check account. Payee information on the convenience check must be **written legibly**. Convenience checks are not to be used for recurring payments.
- b. Any U.S. Government employee, military or civilian, including local national employees, may be selected for appointment as a checkwriter. Traditional part-time National Guard members cannot be checkwriters. Contractors working for the Army cannot be checkwriters.
- c. Requests to establish convenience check accounts must be justified in writing by the organization and forwarded to the Level 4 A/OPC. Required information must consist of the following:
 - 1) Justification for the account
 - 2) Types of vendors to receive checks
 - 3) Estimated dollar amount of checks to be written within a 12-month period
 - 4) Single and monthly purchase limits
 - 5) Checkwriter's complete name, office name, address, email, phone/fax number
- d. Checkwriters must be appointed in PIEE/JAM with the "Micro-Purchase Convenience Check Writer" designation. The checkwriter is the only person who has the authority to issue and sign checks.

Parent topic: [CHAPTER 10 - CONVENIENCE CHECKS](#)