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## **10-4. Annual Convenience Check Review**

a. Commands with convenience check oversight responsibility will conduct an annual review of each convenience check account. All checks written in support of a declared ETO must be reviewed within 60 days after completion of the disaster response. This review will include the following:

- 1) Sample of convenience check transactions.
- 2) Review of all supporting documentation.
- 3) Review of all convenience checks written to individuals.

b. Report suspected violations to appropriate management and investigative authorities. A/OPCs will include in the SAHAR Report a count of convenience check accounts not audited within the past 12 months.

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