



## P-CARD

### Monthly Certification and Approvals

#### **CARDHOLDER**

I have reviewed the attached statement and certify the following:

- The procurement card remains in my custody and I am the sole individual executing transactions via this card.
- The card was used only for official CCCS business, and all purchases comply with State Fiscal Rules, procurement code and CCCS policy and procedures.
- Purchases charged to Perkins and other federal programs are allowable under federal regulations.
- Adequate supporting documentation is attached for each purchase.
- All purchases on the statement are appropriate and any disputed charges have been filed with Citibank and the Program Administrator.
- All charges have been re-allocated to appropriate organization and account/commodity codes.

Cardholder's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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#### **APPROVING OFFICIAL**

I have reviewed the statement and attached documentation and additionally certify the above statements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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#### **CONTROLLER'S OFFICE ONLY**

Received Date: \_\_\_\_\_

Follow-Up: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Date of Review: \_\_\_\_\_