

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 JPMorgan Chase Bank and the Program Administrator.
- All charges have been re-allocated to appropriate organization and account/commodity codes.

Signature: _____

Date: _____

Print Name: _____

Approving Official

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

Signature: _____

Date: _____

Controller's Office Only

Received date: _____

Follow up: _____

Reviewed by: _____

Date of Review: _____