

MONTHLY PURCHASING CARD CERTIFICATION

Purchasing Card Period _____ to _____.

CARDHOLDER

I have reviewed the charges made on my purchasing card for the above period and certify I made all charges listed. I also certify each charge is a valid Citadel expense and have provided itemized receipts with explanations to the liason.

Name _____ Signature/Date _____

Name _____ Signature/Date _____

Name _____ Signature/Date _____

LIASION

I certify I have followed all reconciliation procedures for the above purchasing cards for the time period indicated. I have reviewed account numbers (source of funds), object codes, and sales tax flags and made all necessary changes in the PCS system. I have obtained itemized receipts with necessary explanations for all purchases.

Name _____ Signature/Date _____

DEPARTMENT HEAD

I certify I have reviewed all purchasing card charges for the time period indicated. I approve of the charges as valid Citadel expenses and I approve of the accounts (source of funds) being charged.

Name _____ Signature/Date _____