

# MONTHLY PURCHASE CARD CERTIFICATION FORM

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Statement Period- from \_\_\_\_\_ to \_\_\_\_\_

## CARDHOLDER

I have reviewed the charges made on my Purchase Card for the above period and certify that I made all charges listed. I also certify that each charge is a valid Citadel expense and I have provided itemized receipts with the Index and Account Code noted, together with explanations if necessary, to the Liaison.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## LIAISON

I certify that I have followed all reconciliation procedures for the above Purchase Card for the time period indicated. I have reviewed each Index and Account Code, and reviewed transactions requiring "Use Tax," and made all necessary changes in the Banner system. I have obtained itemized receipts with necessary explanations for all purchases.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## DEAN/DIRECTOR/DEPARTMENT HEAD OR VP

I certify that I have reviewed all Purchase Card charges for the time period indicated. I approve of the charges as valid Citadel expenses and I approve of the Index and Account Codes being charged.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date