



## PCard 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 MCC business, and all purchases comply with State Fiscal Rules, procurement code, and CCCS policy and procedures.
- Purchases charged to federal grants 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 US Bank and the Program Administrator has been notified.
- All charges have been reallocated to appropriate org and account/commodity codes.

\_\_\_\_\_  
Cardholders Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

### Approving Official

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

### Purchasing Office Only

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

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

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

Follow-up Notes: \_\_\_\_\_

Warning or Strike Issued/Reason: \_\_\_\_\_