



# P-CARD

## Monthly Statement 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 PPSC business, and all purchases comply with State Fiscal Rules, procurement code and PPSC policy and procedures.

The 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 US Bank and the Program Administrator.

All charges have been re-allocated to appropriate organization and account/commodity codes.

Cardholders 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 \_\_\_\_\_