

Morgan Community College
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 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

Printed Name

Date

APPROVING OFFICIAL

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

Approving Official Signature

Printed Name

Date

PURCHASING OFFICE

Received Date: _____ Date Reviewed: _____

Reviewed By: _____

Follow-up: _____

Warnings Issued/Reason: _____

Strikes Issued/Reason: _____