

MONTHLY CERTIFICATION AND APPROVALS

Cardholder

I have reviewed the attached statement and certify the following:

- The P-Card remains in my custody and I am the sole individual executing transactions via this P-Card.
- The P-Card was used only for official College business, and all purchases comply with State Fiscal Rules, procurement code and College and CCCS policy and procedures.
- Purchases charged to 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 Citibank and the Program Administrator.
- All charges have been re-allocated to appropriate organization codes and account/commodity codes.
- Unless otherwise indicated, all items on the Citi Statement have been received.

Cardholder: _____
Print Name Signature Date

Approving Official

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

Approving Official: _____
Print Name Signature Date

Internal Use Only

Received date: _____

Follow up: _____

Reviewed by: _____

Date of Review: _____