



APPROVAL OF PROCUREMENT CARD TRANSACTIONS

Posted Transactions From: _____ To: _____

Card Account ID #: _____

Last Four Pcard Account #: _____

I have reviewed my transactions and assigned the appropriate ChartFields and travel authorization number (if applicable).

I have reviewed this statement to ensure that a receipt and/or form is attached for every transaction amount listed. (Forms include: Lost/Missing Receipt, Disputed items or Directive 11.)

I understand the Procurement Card should NEVER be used to make personal purchases. If an inadvertent mistake occurred, I verify that it has been properly documented and reimbursement has been made to the appropriate fund.

By signing below, I attest that all purchases are within established policy and procedures for the Procurement Card Program.

Cardholder Name (Print)

Department Name

Cardholder Signature

Date

By signing below, I attest that each transaction has been properly substantiated and approved, is within established policy and procedures of the Procurement Card Program, or corrective action has been taken and reimbursement has been made.

Approving Official's Name (Print)

Approving Official's Signature

Date