



Business Services Department

Certification of Procurement Card Charges

This form must accompany the monthly procurement card statement along with receipts and budget codes for the individual purchases.

I certify that the charges listed on the attached credit card statement, dated _____, are necessary and reasonable expenditures for the conduct of district business. I further certify that:

- All of the purchases are consistent with policies and procedures that apply uniformly to all district procurement activities and
- None of the charges listed on the attached statement were made for personal non-district use.

Cardholder Signature:

Date:

Approved by:

Principal/Department Administrator:

Date:

Approved by:

Cabinet Member (Only If card holder is a Principal/Dept. Head):

Date:

