



Purchasing Card Ratification Form

(Must provide and attach an itemized receipt showing actual price paid and description of items purchased. If a Generic P-Card is used, attach p-card sign out log)

Supplier Name		Transaction Number (To be Completed by District)
Account String (Request cannot be processed without complete and valid Account #)	School or Dept Location	Amount
Employee Name	Employee ID #	Last Four Card #

Name on the purchase card: _____

To be completed by the Employee: Explain in detail what the purchase is for, why this purchase was made without a Purchase Order, and what has been/will be done to prevent this from occurring in the future.

CERTIFICATION	
I hereby acknowledge that the above transaction is in violation of the purchasing card procedures and that repeated violations MAY result in revocation of the purchasing card privilege. I understand that I am permitted to make purchases that follow purchasing card policies and agree to refer to the Purchasing Card manual or contact the Purchasing Card Administrator if I am unsure about the purchasing card policies or instructions.	
_____ Employee Signature	_____ Date

To be completed by the Employee's Supervisor: Describe steps taken to address this violation and prevent recurrence:

CERTIFICATION & APPROVAL OF PAYMENT:	
As the responsible Supervisor, I hereby certify that I am satisfied with the explanation, and I have discussed with the employee the need to adhere to HCS purchasing procedures prior to purchase card use.	
_____ Supervisor Signature	_____ Date

****Not Valid unless signed by District P-Card Administrator****

District P-Card Administrator Signature Date

Send Completed Form Within 5 Business days to pcard@horrycountyschools.net
Violations are cumulative – 3rd Violation May Result in loss of P-Card privileges.