

## P-Card Monthly Sign-Off Sheet

Last 4 digits of credit card number: <u>xxxx-xxxx-xxxx-</u>

Statement Date:

## Complete your Statement Reconciliation Packet in this Order

P-Card Monthly Sign-Off Sheet (this page) Bank of America statement (print from <u>Payment Center website</u>) Works statement – (print from <u>Works website</u>) Original receipts – (receipts must be in order as they appear on the Bank of America statement) Missing Receipt Affidavit – (if applicable) International Transaction Fee Receipt – (if applicable) Transaction Dispute Form – (if applicable)

**Signatures:** Cardholder, Reconciler, and Supervisor/Department Head signatures are <u>required</u>. The Cardholder and Reconciler cannot be the same person unless approved by the P-Card Administrator, P-Card Admin, or Purchasing Director. (Effective with 11/2015 packets). The Cardholder and the Supervisor/Department Head cannot be the same person. (Effective with July/2018 packets). Three different signatures are required unless Purchasing has approved the Cardholder and Reconciler to be the same person.

By signing below, I certify that I have reviewed and approve all charges as in compliance with the rules and regulations set forth in the "P-Card Guidelines", "Employee P-Card Agreement", and Statement/On-Line Reconciliation User Guides.

Ext		
Cardholder Signature	Printed Name of Cardholder	Date
ExtExt	Printed Name of Reconciler	Date
Ext		Due
Supervisor/Department Head Signature	Printed Name of Supervisor/Depart. Head	Date
Contracts and Grants Signature (Required ONLY for transactions charged to fund numbers beginning with 210XXX & 211XXX)	Printed Name of Contracts & Grants Representative	Date
Endowment Accountant Signature (Required ONLY for transactions charged to fund numbers beginning with 245XXX & 257XXX))	Printed Name of Endowment Acct.	Date
Financial Services Signature (Required ONLY for transactions charged to fund numbers beginning with 8XXXXX - (except 832202)	Printed Name of Financial Services Representative	Date
Purchasing Reviewer Signature	Printed Name of Purchasing Reviewer	Date
• After review, sign and drop your pack	tet off to: Purchasing Services 1604-B Lowery Street	
	P-Card Drop Box	P-Card Monthly Sign-Off Sheet