



PCard Statement Certification

There are two reasons why the PCard holder is asked to review and reconcile the PCard account monthly statement:

1. To allow the PCard holder to ensure that all receipts are accounted for and that the receipts represent authorized UCF purchases; and
2. To give the PCard holder the opportunity to make sure that no unauthorized charges have appeared on his or her monthly statement. Unauthorized charges may include a charge the PCard holder was unaware of, a charge for an incorrect amount, or a charge for defective merchandise. It is the PCard holder's responsibility to report all instances of a compromise in his/her card or a dispute with a merchant to the PCard administration within 60 days of the transaction date.

I, _____ (Print Name), the supervisor of the cardholder listed below, certify that all charges contained in the attached statement are valid and for official UCF approved purchases only.

PCard Holder Supervisor's Signature _____

Date _____

I, _____ (Print Name), certify that all charges contained in the attached statement, dated _____, are valid and for official UCF approved purchases only.

PCard Holder's Signature _____

Date _____

I, _____ (Print Name), hereby agree, as the reconciler of this monthly PCard statement, dated _____, that I have attached appropriate documentation for every charge incurred during this period. I certify that all attached documentation is legible, and that each receipt includes the information discussed in the UCF PCard manual (i.e., description of items, total cost, date of purchase, etc.):

Reconciler's Signature _____

Date _____