

**RED ROCKS COMMUNITY COLLEGE
P-CARD Monthly Checklist and Certification**

To be signed by cardholder and approving official and attached to each monthly pcard statement.

Cardholder: (ONLY check the box that applies to this statement. Boxes that are not applicable should be marked n/a.)

I certify:

The procurement card remains in my custody and I am the sole individual executing transactions via this card.

Any disputed charges on this statement have been filed with CitiBank and the Program Administrator.

Disputed transaction form is attached.

Purchases charged to Perkins and other federal programs, or state, local or private grants are allowable under federal and state regulations and are included in the budget narrative or statement of work. All purchases are appropriately charged in accordance with the terms and conditions of the applicable grant or contract.

All purchases comply with State Fiscal Rules, State Procurement code and CCCS and RRCC internal policies. **In addition, all purchases were approved in advance by my approving official.**

All equipment purchases over \$200 should receive an RRCC asset tag from the Property Accountant. Contact RRCC.Fixedassets@rrcc.edu for equipment tagging, if it is not complete.

All charges have been reallocated to appropriate organization and account/commodity codes.

Adequate original supporting documentation is attached for **each** purchase or the lost transaction form is attached for any missing receipt(s). *Every attempt has been made to obtain a duplicate receipt and the duplicate receipt cannot be provided by the vendor – attach email or letter from vendor.*

Official Function form(s) and supporting documentation (itemized receipt, agenda, sign-in sheet, etc.) for food purchases relating to an official/training function are attached.

Any sales tax charged has been addressed and backup submitted in the form of: (circle one)

1. Received a refund from the vendor (provide copy of credit receipt from vendor), OR
2. Paid the college back for tax charged (provide copy of deposit at Cashier's Office), OR
3. 25 points will be assessed per cardholder, per receipt.

Note: Repeat instances may result in pcard suspension or cancellation.

I have provided my approving official my fully reconciled bank statement packet with all receipts, including the detailed business purpose of each transaction, no later than 5 business days after the cycle close date for the statement.

Comments: _____

Printed Name: _____ Signature: _____

Approving Official –

I have reviewed the attached statement and documentation and approve all purchases made by this cardholder. All purchases were pre-approved and appear appropriate, fully supported, and for official State business only.

Comments: _____

Printed Name: _____

Signature: _____ Date: _____