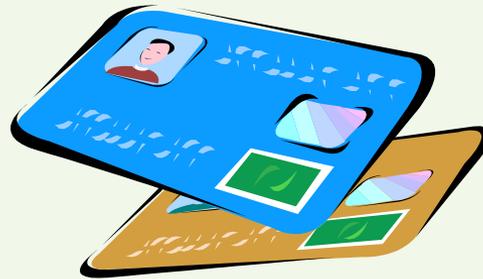


Month End Procedures For The Purchase Card Program



Month End Procedures For The Purchase Card Program

- Cardholders steps throughout the month remain the same
- All Rules and Regulations remain the same
- The first business day of the month is still the day to print out the statements and attach all supporting back-up documentation
- Statements or Statement of Accounts (report) with attached back-up are still forwarded to the Authorized Agent
- The Authorized Agent MUST review all statements and sign the Purchase Card Certification Label. Labels can be found on Controller's Website.
- The agency will then place all packages in envelopes with the signed Purchase Card Certification Label for each envelope and affix the labels to each envelope and forward to the Office of Accounts and Control by the 15th day of the month

Purchase Card Certification Label

Purchase Card Certification Label

Package ___ of ___

Reconciliation
Month _____

FY _____ Fund/Agency _____

Control
Group(s) _____

Total Charges Within Package
\$ _____

I certify that all charges associated with the Purchase Card Statements are valid state charges, adhere to all Purchase Card Rules and Regulations and that all required backup documentation is included in this package.

Authorized Agent

Date