

**Quarterly Certification by Procurement Card Supervisors**

To: Dean/Vice President \_\_\_\_\_

From: Supervisor \_\_\_\_\_

Check applicable period:

For the Quarter:    \_\_\_ Jan. 1, 201\_    to March 31, 201 \_\_\_  
                             \_\_\_ April 1, 201\_    to June 30, 201 \_\_\_  
                             \_\_\_ July 1, 201\_    to Sept. 30, 201 \_\_\_  
                             \_\_\_ Oct. 1, 201\_    to Dec. 31, 201 \_\_\_

\*For the following cardholders: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Attach a list of additional cardholders if more than four cardholders.

**Please initial on the lines below.**

For the period indicated above, I certify that, for the purchasing cards for which I am the designated supervisor, I have verified that the cardholder has:

- \_\_\_\_\_ ● Maintained complete purchasing card logs on an ongoing basis (i.e., recorded orders for goods or services as they were placed and completed all columns).
- \_\_\_\_\_ ● Obtained adequate supporting documentation for all purchases (i.e., documentation which includes the date and description of the purchase, that the purchase was paid by the cardholder’s VISA and, if applicable, that the goods were delivered to UMBC).
- \_\_\_\_\_ ● Purchased in accordance with program restrictions for prohibited transactions as stated in the UMBC Purchasing Card Program User’s Guide (“Guide”).
- \_\_\_\_\_ ● Completed a valid reconciliation between the log, documentation, VISA statement and PeopleSoft P-Card and maintained all related documentation with the monthly logs.
- \_\_\_\_\_ ● Completed an Inventory Addition Form for the purchase of all sensitive equipment as described in the Guide.

**In addition, I certify that I have signed and dated the logs within 30 days of the close of the billing cycle (25<sup>th</sup> of the month).** If any information or documentation was missing or insufficient, I have:

- \_\_\_\_\_ ● Notified the cardholder of that missing or insufficient documentation, and noted such on the applicable transaction log.
- \_\_\_\_\_ ● Requested the cardholder to resubmit the log for review and followed up with the cardholder if necessary.

If there were any inappropriate charges, I have notified the Procurement Card Program Administrator in writing and appropriate steps have been taken.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department