RED ROCKS COMMUNITY COLLEGE

PCard Monthly Checklist and Certification

Cardholder: Mark each line as applicable to this statement.

Y		The procurement card remains in my custody. I am the sole individual executing transactions via this card.		
Y I	NA	Any disputed charges on this statement have been filed with US Bank and the Program Administrator.		
Y		All purchases comply with State Fiscal Rules, State Procurement Code, CCCS and RRCC internal policies.		
Y I	NA	Purchases charged to Perkins and other federal programs are allowable under federal regulations.		
Y I	NA	All equipment purchases =>\$1,000.00 funded with federal grant money must receive an RRCC asset tag. I have contacted RRCC.Fixedassets@rrcc.edu for equipment tagging.		
Y		All purchases were approved in advance by my approving official.		
Y		Adequate supporting documentation is attached for each purchase or the lost transaction form is attached for any missing receipt(s).		
Y 1	NA	Official Function form and supporting documentation for functions are attached.		
Y I	NA	Any sales tax charged has been resolved. Resolution has been noted in the comments section.		
Y I	NA	A copy of the fully signed Travel form for out-of-state or overnight conference registration(s) is attached.		
Y		Banner screenshot of reallocation for all charges are attached. AND/OR		
Y 1	NA			
Y		Expense log is attached.		
_				
		nts:		
l,	(Card	, certify that the above information is true and (Cardholder Name)	accurate. Date:	
		Approving Official Review and Audit Checklist: Mark each line		
Y		Itemized invoices/receiptsY NA	Travel form	
 Y		Expense logY NA	Official Function form	
Y		Valid business purpose(s)Y NA	Tax charged. If yes, resolved:Y	
Y1	NO	NO Prohibited transactions. If yes, use comment.		
Y1	NO	O Split transactions (Purchases which are split between multiple transactions to circumvent the single transaction limit.)		
Comme	ents:	nts:		
		, have reviewed the attached statement a ecklist (above). All purchases were pre-approved and for official State		
A/O Signature: Date:				
Purchasing Review:				
Revie	wed	-	atement Close Date:	
Follow	v Up	Up Required:		