



**SAVANNAH STATE UNIVERSITY
APPROVAL OF PURCHASING CARD EXPENSES FORM**

Statement Date _____

I certify that I have made all of the transactions listed on the P-Card Statement on behalf of Savannah State University and that they comply with the established procedures for using the Purchasing Card.

I have reviewed my P-Card Statement to ensure a receipt or form is attached for every transaction amount listed. (Forms include: Credit Receipt, Credit Confirmation Form, Lost Receipt/Invoice Affidavit or Purchasing Card Claim Statement of Disputed Item).

Cardholder Name (Print)

Department Name

Cardholder Signature

Date

I certify that I have reviewed all of the charges, receipts/invoices, and charging information for the purchases listed on the P-Card Statement. All charges and documentation comply with State of Georgia and Savannah State University purchasing regulations and all charging information is complete and correct.

Supervisor Signature

Date