

ROCHESTER INSTITUTE OF TECHNOLOGY <i>JP Morgan Chase Procurement Card Program</i> Monthly Statement Certification
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Date:**To:** Valerie Russell, Procurement Card Administrator**From:****Subject:** Monthly Procurement Card Review/Certification

As a Cardholder, you must return your monthly JP Morgan Chase VISA Card statement with original receipts and this completed certification attached to Accounting within two weeks of the date of receipt of your statement. The transactions on the statement must be approved by your supervisor or an individual with departmental budget authority.

Signatures of the “Cardholder” and “Approver” below indicate they have reviewed all transactions on the JP Morgan VISA Card statement and confirms their agreement that:

- ✓ All purchases have been made in accordance with applicable Institute purchasing policies and procedures, according to the information outlined in the RIT Procurement Card Guide.
- ✓ All purchases are for official RIT business use and the business purpose is clearly indicated on the receipt including “who”, “what” and “why”.

In addition, the signatures of the Cardholder and Approver indicate their understanding that:

- ✓ Inappropriate or fraudulent use of the RIT JP Morgan Chase Procurement Card may result in suspension of Cardholder privileges, termination of employment from RIT and possible legal action.

Department Name

Statement Date

Print Name of Cardholder

Cardholder’s Signature

Date

Print Name of Approver*

Approver’s Signature

Date

Print Name of Second Approver**

Second Approver’s Signature

Date

*Note: The Approver must be at least one level of management above the cardholder and have budget authority to approve financial transactions. **The use of a signature stamp is not permitted.**

**Note: In addition to the Approver’s signature, Department Procurement Cards require a second signature/approval by an individual who is one level of management above the Approver.