



Finance & Administration Division, Controller's Office  
**PNC Bank Procurement Card Program**  
**Monthly Statement Certification**

--	--	--

*PRINTED* Card Name (as it appears on Procurement Card)

Last 4 digits of Card #

Statement Date

The attached PNC VISA Card statement includes purchases

- Initiated and signed for only by me as a cardholder
- Initiated and signed for by myself and others within my department

**I certify the transactions have been reviewed and**

- A descriptive business purpose has been noted on each receipt clearly identifying what is purchased and how it will be used for official RIT business (or is on an attached log).
  - Hospitality charges also include the date of the event, a list of attendees, and an event notice or meeting agenda
- Sales tax has not been charged for participating states.
  - Credit for any erroneous sales tax charges being addressed as noted on the receipt.
- Purchases have been made in accordance with applicable Institute purchasing policies and procedures, according to the information outlined in the RIT Procurement Card Guide.

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

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

--	--	--

*PRINTED* Name of Designated Cardholder

Cardholder Signature

Date

--	--	--

*PRINTED* Name of Approver\*

Approver Signature

Date

--	--	--

*PRINTED* Name of 2<sup>nd</sup> Approver\*\*

2<sup>nd</sup> Approver Signature

Date

\* Approver - must be at least one level of management above the cardholder and have signature authority to approve financial transactions.  
**Electronic secure digital signatures are acceptable. Use of a rubber signature stamp is not permitted.**

\*\* 2<sup>nd</sup> Approver - must be another individual one level above the Designated Cardholder's supervisor with signatory authority for the department.  
**Required for Department Procurement Cards.**

Appropriate level of signature approval see **HR Supervisory Reporting Chart.** <https://finweb.rit.edu/humanresources/orgcharts/>