



UNIVERSITY OF
South Carolina

DEPARTMENT CHAIR/HEAD CERTIFICATION STATEMENT

(Revised 7/2018)

My department/unit is in compliance with the University of South Carolina's purchasing card policy as indicated below.

1. The following statements have been verified by the cardholder and the department liaison. To the best of my knowledge, these statements are accurate:

All statements have been inspected and approved by me; with statements as well as the supporting receipts attached to the expense reports for transactions I am responsible for in my department.

- A. All charges are fair and reasonable.
- B. All goods/services are for the official University use only.
- C. The receipt of goods/services meets one of the following criteria:
 - The goods/services have been received.
 - In a case where the goods/services have not been received on a timely basis, internal procedures will be followed to contact the vendor to obtain the goods/services or to obtain an appropriate credit.
- D. All statements are electronically approved by both the cardholder and the liaison and any other supporting documentation as required by University policies and procedures.

2. My department/unit has complied with the following:

- A. Receipts meet one of the following criteria:
 - All receipts as required by policy have been provided by each cardholder in the department.
 - Where the vendor has failed to respond to requests for a receipt, an internal invoice ([Purchasing Card Missing Receipt Affidavit](#)) has been generated and signed by the cardholder and by their immediate supervisor or the department chair/head. Documentation on attempts to procure an invoice must be attached to the internal invoice.
- B. All charges are fair and reasonable and accurately reconciled to cardholder statements as required by policy.

ACKNOWLEDGEMENT

Please acknowledge receipt of the Purchasing Card Compliance Verification Reporting Procedures (revised 7/2018) and understanding of the existing [Policies and Procedures](#) at purchasing.sc.edu/card.shtml by completing the following information and returning this form to the Purchasing Department.

Department Name (Printed)	Department Chair/Head Name (Printed)
Date	Department Chair/Head Signature
Department Chair/Head USC E-mail address	Department Chair/Head Network User ID and USC ID
Liaison Name #1 (Printed)	Liaison Name #2 (Printed)

PeopleSoft Department ID(s):	