

DEPARTMENTAL PURCHASING CARD COMPLIANCE **VERIFICATION REPORTING PROCEDURES**

(Rev 7/2012)

1. Every month, within 5 calendar days of the end of the billing cycle (27th of each month), all department chairs/heads will receive an e-mail notification/alert that individual cardholder statements are being mailed. By the 20th of each following month, they must respond to the Purchasing department electronically, verifying that the items identified in the attached certification statement are true.
2. Any department not responding to the notification will be listed in an exception report.
3. Any exceptions unable to be resolved by the Procurement Card Coordinator will be forwarded to the Director of Purchasing, who will in turn contact the department head to attempt resolution.
4. If a satisfactory response is not received, the Director of Purchasing will notify either the Provost in the case of academic units, or the Vice President for Finance and Planning in the case of administrative units, who will take action as appropriate under the circumstances, including revocation of cardholder privileges.

DEPARTMENT CHAIR/HEAD CERTIFICATION STATEMENT
(Revised 7/2012)

My department/unit is in compliance with the University of South Carolina's purchasing card policy as indicated below. I understand that this verification is due by the 20th day of each month.

1. The following statements have been verified by the cardholder and the department liaison, and in the case of research grants, by the PI on the grant. To the best of my knowledge, these statements are accurate:

All statements have been physically inspected and signed by me, and the statements as well as the original supporting receipts are in a file that I maintain and am responsible for in my department.

- All charges are fair and reasonable.
- All goods/services are for the official University use only.
- The receipt of goods/services meets one of the following criteria:
 1. The goods/services have been received.
 2. 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.
- All statements are signed by both the cardholder and the liaison and any other signature as required by University policies and procedures.

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

1. 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 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.
2. 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 7/2012) and understanding of the existing Policies and Procedures at <http://purchasing.sc.edu/ccpp.php> by completing the following information and returning this form to the Purchasing Department.

Department Name
(Printed)

Department Chair/Head Name

Date

Department Chair/Head Signature

Department Chair/Head
USC E-mail address

Department Chair/Head
Network User ID

Liaison Name (Printed)

Liaison Name (Printed)