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| *JMU* | Small Purchase Charge Card  Statement Cover Sheet For Payment  To VISA |
| James Madison University | |

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| Department |  | | | | |
| Department ID No. | | | | |  |
| Cardholder |  | | | | |
| Card Number | |  | | | |
| Statement Closing Date | | | |  | |
| Total Amount | |  | | | |
| I have reviewed the reconciled statement, purchase log & supporting documentation. I certify that all purchases are correct and valid state expenses. | | | | | |
| Approving Signature | | |  | | |
| NAME PRINTED NAME DATE | | | | | |
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| HEREBY CERTIFY: | |
| 1. That this payment is for services, goods, materials, supplies and equipment purchased by use of an authorized commonwealth VISA Small Purchase Charge Card (SPCC) according to the VISA Small Purchase Charge Card Procedure; and 2. That the services, goods, materials, supplies and equipment were received and in good condition. 3. That the SPCC statement has been reconciled to the purchasing log & supporting documentation. | |
| Cardholder's Signature |  |
| NAME DATE | |
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| COMMENTS: |  |
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| Please keep all supporting documentation including PAs for International Travel, Food and Beverage Forms for food purchases along with this report with your SPCC reconciliation records. For questions email [appa@jmu.edu](mailto:appa@jmu.edu) | |

SPCC2018