Monthly Closing Date of Statement

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MM Day Year

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Cardholder (as appears on card) | | | Card Number | | Program Office | | | | | | | FUND CENTER:  ACTIVITY:  FUND: | | | |
|  | | | | | | | | | | | | | | | |
| Date  of  Purchase | Vendor Name | Description of Item | | | | Qty | | Unit  Price | Phone Order | Web Site Order | Placed by Fax | | By  Counter | Credited Amount | Total Billed |
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| **CERTIFICATION:** I certify that goods and services listed were purchased in accordance with MS Code 31-7-13 and that all goods and services were received. Receipts are attached. | | | | | | | | | | | | | | | |
| Documentation/Comments/Discrepancy | |  | | | | | | | | | | | | | |
| Cardholder’s Signature | | Date | | | Reconciled Total: $ | | | | | | | | |
| Cardholder’s Supervisor | | Date | | | Do you reconcile/agree? Yes / No (circle) | | | | | | | | |
| Purchasing Agent | | Date | | | List Discrepancy Amount and Exemption | | | | | | | | |

**INSTRUCTIONS**

1. **Fill in each applicable section of the Log.**
2. **Attach the original invoices/receipts in date order and the monthly statement to the Log. Legible copies are acceptable for the Office of Procurement’s review. It is the responsibility of the program office to keep originals copies in your file for auditing purposes, if copies were submitted to the Procurement office.**
3. **Reconcile the Log with the supporting invoices/receipts and statement:**
   * **The total charges on the Log should equal the amount due on the statement.**
   * **If charges appear on the statement but not on the Log, verify whether the charges are valid. If valid charges, record them on the Log and attach the supporting invoices/receipts to the Log.**
4. **Cardholder shall sign and date the Log to certify goods and services listed were purchased in compliance with Mississippi Code Section 31-7-13 and all goods and services were received and receipts are attached. The Log should be forwarded to the cardholder’s supervisor for review and approval.**
5. **Cardholder’s supervisor shall review and approve the Log and supporting documents and sign and date the Log indicating approval.**
6. **The approved Log should be forwarded to the Program Coordinator in the Office of Procurement by the 15th of each month to review and approve purchases.**
7. **The office of Accounting will reconcile all statements against the master statement and submit a requisition for a single warrant to be paid. The Accounting office will maintain a file with the statements and all applicable receipts and dispute documents.**