

ProCard Attestation

Cardholder Information

Name _____ Last 6 Digits of Card Number _____

Billing Cycle Dates _____ to _____ Total Amount of UT Share Reconcile Statement \$ _____

Certification

- Each person signing below certifies that the expenses are just, true and correct, and were incurred by the cardholder for University business on dates shown on supporting documentation.
- Certification is also made that charges were not for personal use or are considered as an unallowable purchase according to the University’s ProCard Procedure.
- We further understand that improper use of this card may result in disciplinary action, up to and including termination of employment.

Cardholder Signature _____

Date _____

Reconciler Signature _____

Date _____

(if different from the cardholder)

Reviewer Signature _____

Date _____

(Supervisor/Manager)

Documents to Attach to the ProCard Statement in UT Share

- Itemized document for each item purchased, returned or credited
- [Warrant Hold](#) - Required only if purchase is over \$500. If not, check “N/A.” If checked and the supplier is not on hold, check “Yes.” This must be done no earlier than 7 days prior to purchase.
- [Form BF-PGS-F6](#), Asset Information (if needed)
- [Form BF-PGC-F3](#), Gift Certificate Expense (if needed)
- [Official Occasion or Entertainment Expense Form](#) (if needed)
- Approved Business Affairs Exception Request (if needed)