

CAL-CARD PURCHASE CARD  
CARDHOLDER SUMMARY

As cardholder, I certify that all purchases listed on the attached statement, unless noted to the contrary, are true and correct and were made for official purposes of Kern County Superintendent of Schools. Any errors noted are shown on the attached purchase log.

Statement Date \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

PO # \_\_\_\_\_

Line TOTALS from purchase log:

<b>PO Line #</b>	<b>Total</b>
_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total (must equal statement and log totals) \$ \_\_\_\_\_

\_\_\_\_\_ I have verified that there are sufficient balances on the  
Preparer signature Date Purchase Order account lines to cover the above charges.

\_\_\_\_\_  
Cardholder signature Date

\_\_\_\_\_  
Director/Administrator Date  
Approval Required