

Appendix A

Cardholder/Approving Official Statement

I certify that I have read and understand the GSA SmartPay Government Purchase Card Procedures and agree to obey the procedures set forth in this document.

I further understand that misusing the purchase card can result in losing the authority to use the purchase card, losing my job, going to jail, paying a fine, or reimbursing the government for an improper purchase.

Name _____

Signature _____

Date _____

Cardholder/Approving Official Convenience Check Statement

I certify that I have read and understand the convenience check section of the GSA SmartPay Government Purchase Card Procedures and agree to obey the procedures set forth in this document.

I further understand that misusing the convenience checks can result in losing the authority to use convenience checks and the purchase card, losing my job, going to jail, paying a fine, or reimbursing the government for an improper purchase.

Name _____

Signature _____

Date _____