

## **MONTHLY CERTIFICATION**

**Billing Officials:** Check the files every time you Final Approve the Transactions in Access Online

- GPC Purchase Request (signed by Billing Official *prior* to purchase)
- Funding authorization (RM)
- Approvals—(emails or other documentation)
- Proof that Mandatory Sources Checked if Not Purchasing from Mandatory Sources
- Independent Receipt
- Hand receipt or Inventory list for that item—if required (may be a copy of a master hand receipt—just highlight the item on the master list)
- Property Book Officer Statement/Memorandum

### **How to print your statement in Access Online:**

- >Account Information
- >Managing Statement
- >Last Name
- >Select Billing Cycle
- >View Statement
- >Right click on mouse and
- >Select print
- >Print icon (if the statement isn't legible, save to your desktop and then print)