



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

INTEROFFICE MEMORANDUM

DATE:

TO: Finance & Accounting

FROM:

SUBJECT: P-Card Contract Summary Form
(This is to be used for the State Purchasing Card only on Direct Orders)

I, _____, certify that I am the Contract Manager and the provided information is true and correct; the goods and services have been satisfactorily received and payment is now due.

I understand that the office of the State Chief Financial Officer reserves the right to require additional documentation and/or to conduct periodic post-audits of any agreements.

Contractor/Vendor/Payee: _____

Purchase Order (P.O.) #: _____

P.O. Start Date: _____

P.O. End Date: _____

Payment Amount: \$ _____

The previous amount paid \$ _____

P.O. Manager's or On Behalf Of (OBO) Name: _____

P.O. Manager's or OBO Signature: _____

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Ron DeSantis, Governor

Simone Marstiller, Secretary

The mission of the Department of Juvenile Justice is to increase public safety by reducing juvenile delinquency through effective prevention, intervention, and treatment services that strengthen families and turn around the lives of troubled youth.