

Purchasing Card Reconciliation Form

FOR BUSINESS OFFICE USE ONLY:

Recon ID: _____

Document Total:

Department Name: _____

Description: _____

(Attach original receipts/invoices)

[illegible]

Statement Total:

RECON NOTES:

PREPARED BY

DATE _____

BUSINESS OFFICE NOTES:

APPROVED BY DEPARTMENT

APPROVED BY DEAN

After completion and approvals, send completed form to Procurement and Payment Services, 311 Ingram Hall.