

Auburn University
Purchasing Card On-line Reconciliation Form

For Business Office Use Only:

Recon ID: _____

Department Name: _____

Description: _____

Company Unit (AU Department) Total \$ _____

Prepared By

Date

Department Head Approval

Dean Approval

Department Recon Notes:

Business Office Notes:

Attach all statements and invoices. After completion and approvals, send completed form to
Procurement & Payment Services, 311 Ingram Hall