Please use buff/ivory paper.

AUBURN UNIVERSITY
Purchasing Card Reconciliation Form

RESET FORM

FOR BUSINESS OFFICE USE ONLY:

Recon ID: ____________________

Document Total: ____________________

Department Name: ____________________

Description: ____________________

(Attach original receipts/invoices) If Amount is a Credit, put a negative sign in front of the number.

Fund	Orgn	Acct	Prog	Activity	Location	Amount	D/C
					Statement Total:	0.00	
101002		11908					

RECON NOTES:

____________________ PREPARED BY ____________________ DATE

BUSINESS OFFICE NOTES:

____________________ APPROVED BY DEPARTMENT ____________________ APPROVED BY DEAN

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