Please use buff/ivory paper.

RESET FORM

AUBURN UNIVERSITY
Purchasing Card Reconciliation Form

FOR BUSINESS OFFICE USE ONLY:

Recon ID: ______________________________

Document Total: ____________________________

Department Name:_____________________________

Description:__________________________________

(Attach original receipts/invoices)

Fund	Orgn	Acct	Prog	Amount	D/C

Statement Total [ ]

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 Payment Services, 311 Ingram Hall.

BO 99-15 (Rev10/05-B)