

SABSC P-Card Monthly Reconciliation Form

PRINT CLEARLY OR TYPE

The following must be attached for the P-Card Monthly Reconciliation Form to be complete:

- The monthly P-Card bank statement located at <https://access.usbank.com>
- Written reason for the purchase on the statement or receipt (e.g. decoration supplies for Halloween Dance on Oct 31, 2011)
- Original receipts for all P-Card charges. Take-Out and food charges require a list of attendees
- Packing slips for all shipped orders
- All P-Card Increase Forms, if you requested additional funds to be added to the card
- Receipts taped on to a blank 8.5" x 11" sheet of paper in the order transactions appear on the P-Card statement

Reminder:

- Reconciliations is required if the P-Card was used during that month
- The Registered Student Organization (RSO) treasurer must sign this form before submitting it to the SPO advisor
- All account numbers and P-Card numbers must be blocked-out
- SPO advisor signature is required on this form before submission to the SABSC
- All charges/receipts should balance with the P-Card statement. If discrepancies exist or if receipt is missing/lost, provide explanation in the "Remarks" section below
- No new P-Card requests will be approved until all outstanding monthly reconciliations are complete; accounts will be "frozen" if reconciliation is not submitted to the SABSC by the monthly due date

Date: _____ Reconciliation for the month of: _____

RSO Name: _____

Chartstring:

<u>Dept ID</u>	<u>Fund</u>	<u>Fund Source</u>	<u>Program</u>	<u>Function</u>	<u>Property</u>	<u>Account</u>
					00000	68370

1st Authorization (Print): _____ Sign: _____ Date: _____

2nd Authorization (Print): _____ Sign: _____ Date: _____

Remarks: _____

----- *For SABSC Use Only* -----

Comments: _____

Reconciled to PeopleSoft by: _____ Date: _____