

# PROCUREMENT CARD RECONCILIATION

Attach one form for each receipt. After receiving your purchase notice by email on Monday morning, please review your purchase and submit to the Dean's Office by Thursday, 4:30pm.

Transaction #		Budget #(s)	
Date of Purchase	Vendor Name		Amount of Purchase
Items Purchased			
Purpose/Comments			
Purchaser Review Date	Purchaser Name		Use Tax (for office use only)