



# LOANER PURCHASING CARD RECONCILIATION

*(Return, along with card, to Purchasing Department, Salmon Hall, Room 102)*

Date Form Was Completed \_\_\_\_\_ Last 4 Numbers of the Card Borrowed \_\_\_\_\_

Borrower's Name \_\_\_\_\_ Telephone No. \_\_\_\_\_ Department/Club \_\_\_\_\_

Reason for Use *(specific name of event, conference title, etc.)* \_\_\_\_\_

**Please attach original receipts. Receipts for meals/beverages must be itemized to show all food and drink purchased.**

Transaction Date	Vendor Name	\$ Amount	Names of Participants <i>(OK to attach class/team roster)</i>	What was Purchased <i>(Be specific)</i>	G/L Account #
	<b>Total Expenditures</b>	<b>\$</b>			

\_\_\_\_\_  
Signature of Borrower approving this completed reconciliation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Budget Manager/Vice President/SA Treasurer approving this completed reconciliation

\_\_\_\_\_  
Date