

P-CARD LACARTE MEMO REPORT RECONCILIATION VOUCHER



Date: _____ Last 4 # of Card: _____ For Billing Cycle: _____
 Cardholder Name: _____ Budget Unit Title: _____

**Specify any transaction(s) with Disputed item. Attach Statement of Disputed Item document.*

1	Merchant Invoice Date	Merchant Invoice No.	Merchant Name	Description	Amount	Index	Account	Banner Invoice #
1								I
2								I
3								I
4								I
5								I
6								I
7								I
8								I
9								I
10								I
11								I
12								I
13								I
14								I
15								I
16								I
17								I
18								I
19								I
20								I

The Memo Report Reconciliation is to be used to help reconcile purchases made during the billing cycle by matching the paper memo statement received from the bank to the Memo Report Reconciliation and the documentation obtained from the vendors on purchases. The documentation must be reviewed and certified by the cardholder as received or reported as a disputed item. Each change/credit should be certified. The cardholder should then sign and date the Memo Report Reconciliation and forward to his/her Approving Agent. The cardholder's Approving Agent or designated reviewer must review all purchasing card transactions, documentation and paper memo statement. To document this review and approval, the Approving Agent is to sign and date the Purchasing Log. After approval, the original documentation Memo Report Reconciliation and the paper memo statement are forwarded to Business Affairs – Purchasing Section.

Cardholder

Program Administrator Certification

Approving Agent

Accounts Payable

CR #