

## PROCARD RECONCILIATION

(One receipt per reconciliation form. Please write the transaction number on the receipt.)

TRANSACTION NO. \_\_\_\_\_ BUDGET NO. \_\_\_\_\_

DATE OF PURCHASE \_\_\_\_\_

VENDOR NAME \_\_\_\_\_

PURPOSE OF  
PURCHASE: \_\_\_\_\_  
\_\_\_\_\_

DATE REVIEWED \_\_\_\_\_

After receiving your ProCard email Monday morning, please review your purchase(s). Attach this reconciliation to your receipt and return to Rachel/Nicole in 224 Gould by Thursday, 4:30pm

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