

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