

**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.*

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

The Reconciliation Voucher is to be used to help reconcile purchases made during the billing cycle by matching the bank statement received from the bank to the Reconciliation Voucher 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 Reconciliation Voucher and forward to his/her Approver. The Cardholder's Approver or designated reviewer must review all purchasing card transactions, documentation and bank statement. To document this review and approval, the Cardholders Approver is to sign and date the Reconciliation Voucher. After approval, the original documentation, Reconciliation Voucher, and the bank statement are forwarded to Business Affairs – Purchasing Department.

Cardholder Signature

Program Administrator Signature

Cardholders Approver Signature

Accounting & Reporting Signature

Cr # _____