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Employee Name Submitting:

**TO: BRIAN ELLIOTT**
**SUBJECT: MASTERCARD STATEMENT RECONCILIATION**

☐ RECONCILE charges with receipts and assign account numbers.

☐ SUMMERIZE amounts charged by account number and provide **TOTALS** for each account number below.

ACCOUNT # AMOUNT

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**Total equal to NEW BALANCE $**_____

☐ ATTACH all receipts (copies only, please) for THIS MasterCard statement.

☐ OBTAIN APPROVAL signature from your direct supervisor.

_____

SUPERVISOR SIGNATURE

Deliver the reconciled statement to the Office of Financial Services for payment.

[Late charges incurred by delinquent arrivals will be charged back to your department.]
Thank you!