Florida A& M University										
Procurement Services - Pcard Compliance Section										
PCard Reconciliation Period (dates):										
Date of	Travel Authorization (Paper TAR or	Vendor Name		Payment Amount Debit or -	Fund#	DEPTID#	PC#	Project#	Account Code	
Purchase	Comp)	(as listed on bank statement)	Detailed Description	Credit						Benefit to State/Business Purpose
TOTAL 0.00										
Reconciler's Printed Name: Reconciler's Signature:								Date:		Phone#:
Cardholder's Printed Name: Cardholder's Signature: Date:									Phone#:	
Supervisor's Printed Name: Cardholder's Supervisor Signature: Date: Date:									Phone#:	
All receipts with explanation and item description of purchase are due to the Reconciler within seven (7) calendar days of the transaction .										
Your scanned Reconciliation Package is due to <i>Pcardcompliancedocs@famu.edu within 15 calendar days of the statement close date - by the 25th .</i>										
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