



# Pace University Purchasing Card Reconciliation Memo

To: Purchasing and Contracts

From: Purchasing Cardholder

Business Representative

By signing this memo you are certifying that the Purchasing Card account has been reviewed and reconciled with the appropriate supporting documentation. All monthly purchases are accurate, allowable and within the policies and procedures of the card.

Card Statement \_\_\_\_\_ mm/yyyy

|                               |             |
|-------------------------------|-------------|
| Cardholder signature: _____   | Date: _____ |
| Print name: _____             |             |
| Business Rep signature: _____ | Date: _____ |
| Print name: _____             |             |

**Purchasing and Contracts Use Only:**

Audited by and Date \_\_\_\_\_

**Instructions:**

- **Attach this form to your printed transaction detail summary report with comments; include original receipts which should be attached to plain white 8 ½ x 11 paper and other supporting documentation.**
- **Sign and forward to your area Business Representative for their signature and maintenance of files for audit review.**

If you have any questions, please contact the Purchasing department at Ext. 22642 or email them at [businesscard@pace.edu](mailto:businesscard@pace.edu).