



Pace University One Card (Travel) Reconciliation Memo

To: Regina Beatty, Accounts Payables Manager

From: One Card Cardholder

Business Representative

By signing this memo you are certifying that the One 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: _____	

AP Use Only:
Reviewed by and Date _____
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 submit this form to your Business Representative for their signature.**
- **Business Representative: Forward all documentation to Regina Beatty, Accounts Payable Manager for review.**

If you have any questions, please contact the Purchasing department at Ext. 22642 or email them at businesscard@pace.edu.