

# Transaction Summary and Reconciliation Sheet

## University of Louisville Procurement Card

Department: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Card Account #: \_\_\_\_\_  
(last 6 digits)

Transaction Summary for Month: \_\_\_\_\_

Cardholder's Signature & Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name (Reallocator)

Reallocator Signature & Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name (Approver)

Approver Signature & Date: \_\_\_\_\_

	Transaction Date	Vendor	Description/Business Purpose	Received	Reallocated	Reconciled	Total Purchase Amount
1							\$
2							\$
3							\$
4							\$
5							\$
6							\$
7							\$
8							\$
9							\$
10							\$
11							\$
12							\$
13							\$
14							\$
15							\$
16							\$
17							\$
18							\$
19							\$
20							\$

Reconciliation and approval must be completed and signed by the 15th of the month following receipt of statement.

**Ending Balance:**    \$ \_\_\_\_\_

Completed reconciliation's and supporting documentation shall be retained in the cardholder's department for at least three (3) years. Reconciliation and supporting documentation must be made available on demand to the departments of Internal Audit, Purchasing, or Controller's Office for review if deemed necessary by these departments.

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Transaction Date	Vendor	Description/Business Purpose	Received	Reallocated	Reconciled	Total Purchase Amount
21						\$
22						\$
23						\$
24						\$
25						\$
26						\$
27						\$
28						\$
29						\$
30						\$
31						\$
32						\$
33						\$
34						\$
35						\$
36						\$
37						\$
38						\$
39						\$
40						\$
41						\$
42						\$
43						\$
44						\$
45						\$

Ending Balance:

\$                     

Reconciliation and approval must be completed and signed by the 15th of the month following receipt of statement.  
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Transaction Date	Vendor	Description/Business Purpose	Received	Reallocated	Reconciled	Total Purchase Amount
46						\$
47						\$
48						\$
49						\$
50						\$
51						\$
52						\$
53						\$
54						\$
55						\$
56						\$
57						\$
58						\$
59						\$
60						\$
61						\$
62						\$
63						\$
64						\$
65						\$
66						\$
67						\$
68						\$
69						\$
70						\$

Ending Balance: \$                     

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