
Exhibit D

**PURCHASING CARD
MONTHLY RECONCILIATION**

CARD NUMBER (Last 4 Digits) _____

CARDHOLDER NAME _____

STATEMENT PERIOD _____ to _____

Transaction Log/Receipts Total \$ _____

Statement Total \$ _____

Difference \$ _____

If a variance exists between the transaction log and the statement, explain on reverse side of this form.

All transactions that appear on the attached statement and transaction log (excluding any identified exceptions) are to my knowledge college appropriate and do not appear on the "Disallowed Purchases" list.

Cardholder Signature _____ Date _____

Manager Name _____

Manager's Signature _____ Date _____

Approved by

Signature of Manager verifies they have reviewed the attached receipts to ensure that all purchases were college/department appropriate and do not appear on the "Disallowed Purchases" list.