

Corporate Credit Card Reconciliation

Instructions for Completion:	<i>All Foundation credit cardholders are to submit this Summary to the Business and Finance Department on a monthly basis (no later than the 25th of each month) as an attachment to the credit card statement. This Summary should (1) include all credit card purchases that are listed on the statement and (2) reconcile with the amount due on the Card Statement. This Summary should be completed in its entirety, include no omitted sections and be signed and dated by the cardholder and approved by an Authorized Approver. All receipts and/or supporting documentation must be attached to the Card Statement.</i>				
Cardholder Name:				Date:	
Department:				Last 4 Digits of Card:	
				Statement Closing Date:	
DATE OF PURCHASE	PAYEE	AMOUNT	REASON FOR PURCHASE / TRANSACTION	ACCOUNT	OBJECT CODE
TOTAL		(Total should match statement)			

I certify that::

- 1 All purchases listed above are a legitimate and necessary business expense of the CSUDH Foundation.*
- 2 I understand that my credit card is subject to an audit by CSUDH Foundation staff. In the event my card is audited, I agree to cooperate fully with such audit and immediately place into operation all recommendations resulting from such audit.*
- 3 All purchases listed above are made in accordance with the CSUDH Foundation policy regarding purchasing, which includes provisions for purchasing fixed assets and defines Purchase Order (PO) requirements. No attempt to circumvent existing CSUDH Foundation policy has been made.*

_____	_____	<i>Approved By:</i>	_____	_____
<i>Cardholder Signature</i>	<i>Date</i>		<i>Supervisor Approval</i>	<i>Date</i>