

College of Built Environments Procurement Card (Pro-Card) Reconciliation Statement

Attach one form for each receipt (two forms print per sheet). After receiving your purchase notice by email, please review your purchase and submit to the Dean's Office (Gould 224) weekly. This practice allows for timely and efficient reconciliation.

Transaction #		Budget Number(s) and splits, if applicable	
Date of Purchase	Vendor Name		Amount of Purchase
Items Purchased			
Purpose/Comments			
Purchaser Review Date	Purchaser Name		Use Tax (for office use only)

Cut here to create two reconciliation sheets

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