



DEBIT CARD RECONCILIATION

Purpose of Expenditure	
Payee Name	

Description of Expenditures

Description	Date	Amount
		\$
		\$
		\$
TOTAL		\$

Person Who Used the Debit Card	
Date:	Signature:
Authorization by President or appropriate Committee Chair	
Date:	Signature:

All debit card reconciliations must be submitted within 10 days of the event or transaction. Please attach documentation (invoice/receipt) for each expenditure and send to the SACRAO Treasurer within 30 days of the expense(s).

Edward Trombley, President Registrar Embry-Riddle Aeronautical University-Worldwide (386) 226-7610 president@sacrao.org	Amy Gleason, Treasurer Assistant University Registrar Duke University (919) 684-5758 treasurer@sacrao.org
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Treasurer	
Date:	Signature: