



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).

| | |
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| Megan Mitchell, President Director of Graduate Admissions and Recruitment Austin Peay State University (931) 221-6189 president@sacrao.org | Chad Cox, Treasurer Sr. Associate Director for Arkansas Recruitment University of Arkansas (479) 595-9405 treasurer@sacrao.org |
|--|--|

| Treasurer | | |
|-----------|--|------------|
| Date: | | Signature: |