

AG-614 (10/2012)

Texas A&M AgriLife
Administrative Services – Disbursements



Reconciliation of Payment Card Statement to Payment Card Receipts

Texas A&M AgriLife Research

Texas A&M AgriLife Extension Service

TVMDL

Card Number: xxxx-xxxx- _____ Statement Closing Date: _____

Balance Forward	_____
Total of all items purchased for the statement period (total of all monthly receipts)	_____
Total Expected Statement Amount	=====
Balance per Payment Card Statement	_____
Difference	=====

Reconciling Items Detail:

Vendor Name	Description	Action Taken	Amount

Total Reconciling Items (next month's balance forward) _____

Difference (must be zero): _____

Reconciled by:

Date Reconciled