



Falcon ID Card Reconciliation Form

FY 15

Use this form like a checking account register to keep track of the balance on your department or other Falcon card. **This is no longer a required form but is for your convenience to explain department or Falcon card activity in the event of an audit.**

Employee/Dept Name _____ ID Card Number _____

Employee ID # (If different from card number) _____ Org # _____

Card Activity From _____ to _____

<u>Date</u>	<u>Item(s) Purchased, Business Purpose, and Names of Attendees</u>	<u>Acct #</u>	<u>Purch Amt</u>	<u>Balance</u>
Beginning Balance or Initial Amount Loaded on Card (if applicable)				

Activity from page 2 and Ending Balance _____

If you need more space, page 2 of this form is available and automatically calculates into the ending balance above.

I certify that I have examined this request and that all expenses meet those outlined in Messiah College's expenditure policy and purchasing policies. I understand that a copy of this form needs to be retained for 7 years in order to maintain compliance with the Internal Revenue Service (IRS) as well as for audit purposes.

Employee/Cardholder

_____	_____	_____
<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>

Supervisor / VP

_____	_____	_____
<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>

