UNC | FINANCE AND OPERATIONS Finance and Budget

307.2.3f – Prepaid Card Reconciliation Form

Use this form to reconcile prepaid card amounts and/or return unused amounts. Include an Excel version of the Load Activity Report – Comprehensive/Detailed report from the Prepaid Administration Tool (PAT). The report should tie to the information included on this form. If it does not, investigate and reconcile the discrepancy.*

NAME OF STUDY: _____

DEPARTMENT: _____ PROJECT ID#: _____

Chartfield String	Fund	Source	Account	Department ID	Project ID
	Business Unit	Activity	Cost Code 1	Cost Code 2	Cost Code 3

(If more than one JE, use multiple lines – it is not necessary to fill in all lines. If more lines are needed, use page 3)

	JE NUMBER	AMOUNT	DATE
SET-UP JE 1	_____	_____	_____
SET-UP JE 2	_____	_____	_____
SET-UP JE 3	_____	_____	_____
SET-UP JE 4	_____	_____	_____
SET-UP JE 5	_____	_____	_____
SET-UP JE 6	_____	_____	_____
SET-UP JE 7	_____	_____	_____
SET-UP JE 8	_____	_____	_____
SET-UP JE 9	_____	_____	_____
SET-UP JE 10	_____	_____	_____
TOTAL SET-UP:		$_____	

(Reconcile amounts are on page 2. If more than 10 lines are needed for Set-Up, write in "See page 3" in the "Total Set-Up" space above and finish entries and set-up totals on page 3).

	JE NUMBER	AMOUNT	DATE
RECON 1	_____	_____	_____
RECON 2	_____	_____	_____
RECON 3	_____	_____	_____
RECON 4	_____	_____	_____
RECON 5	_____	_____	_____
RECON 6	_____	_____	_____
RECON 7	_____	_____	_____
RECON 8	_____	_____	_____
RECON 9	_____	_____	_____
RECON 10	_____	_____	_____
RECON 11	_____	_____	_____
RECON 12	_____	_____	_____
RECON 13	_____	_____	_____
RECON 14	_____	_____	_____
RECON 15	_____	_____	_____

TOTAL RECONCILED: $ _____

UNUSED AMOUNT TO RETURN: $ _____

Name of Employee Submitting Reconciliations: _____

Employee Signature: _____

(If more than 15 lines are needed for Reconciliation figures, write in "See page 4" in the "Total Reconciled" space above and finish entries and set-up totals on page 4).

To sign document, in Adobe Pro, select "Fill & Sign" option from the right menu of Tools. A field will appear at the top of the form. Select signature and then drag and drop into the Employee Signature field.

(Use and submit this page only if additional lines are needed for SET-UP. Continues from Page 1)

	JE NUMBER	AMOUNT	DATE
SET-UP JE 11	_____	_____	_____
SET-UP JE 12	_____	_____	_____
SET-UP JE 13	_____	_____	_____
SET-UP JE 14	_____	_____	_____
SET-UP JE 15	_____	_____	_____
SET-UP JE 16	_____	_____	_____
SET-UP JE 17	_____	_____	_____
SET-UP JE 18	_____	_____	_____
SET-UP JE 19	_____	_____	_____
SET-UP JE 20	_____	_____	_____
SET-UP JE 21	_____	_____	_____
SET-UP JE 22	_____	_____	_____
SET-UP JE 23	_____	_____	_____
SET-UP JE 24	_____	_____	_____
SET-UP JE 25	_____	_____	_____
SET-UP JE 26	_____	_____	_____
SET-UP JE 27	_____	_____	_____
SET-UP JE 28	_____	_____	_____
SET-UP JE 29	_____	_____	_____
SET-UP JE 30	_____	_____	_____

TOTAL SET-UP: $_____

Use and submit this page only if additional lines are needed for RECONCILIATION (continues from page 2).

	JE NUMBER	AMOUNT	DATE
RECON 16	_____	_____	_____
RECON 17	_____	_____	_____
RECON 18	_____	_____	_____
RECON 19	_____	_____	_____
RECON 20	_____	_____	_____
RECON 21	_____	_____	_____
RECON 22	_____	_____	_____
RECON 23	_____	_____	_____
RECON 24	_____	_____	_____
RECON 25	_____	_____	_____
RECON 26	_____	_____	_____
RECON 27	_____	_____	_____
RECON 28	_____	_____	_____
RECON 29	_____	_____	_____
RECON 30	_____	_____	_____

TOTAL RECONCILED: $ _____

UNUSED AMOUNT TO RETURN: $ _____

Name of Employee Submitting Reconciliations: _____

Employee Signature: _____

To sign document, open in Adobe Pro, select "Fill & Sign" from Tools on the right hand selection list. When selected, a signature option will appear at the top of the document. Select signature and drag and drop into form blank.