

### 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.*