RECONCILIATION STATEMENT

TO: Department/Division Head

FROM: Department/Division Representative

SUBJECT: Statement Reconciliation for Period of _____

☐ I have reviewed the VISA statement for _____ Cardholders in the _____ Department and agree that the attached paperwork supports the stated charges.

Distribute charges as follows:

Fund/Function	Object Code	Project Code	Amount

Grand Total	0

_____/_____

Department-Division Representative/Date