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*Exhibit D*

**PURCHASING CARD  
MONTHLY RECONCILIATION**

CARD NUMBER (Last 4 Digits) \_\_\_\_\_

CARDHOLDER NAME \_\_\_\_\_

STATEMENT PERIOD \_\_\_\_\_ to \_\_\_\_\_

Transaction Log/Receipts Total      \$ \_\_\_\_\_

Statement Total                              \$ \_\_\_\_\_

Difference                                      \$ \_\_\_\_\_

If a variance exists between the transaction log and the statement, explain on reverse side of this form.

All transactions that appear on the attached statement and transaction log (excluding any identified exceptions) are to my knowledge college appropriate and do not appear on the "Disallowed Purchases" list.

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager Name \_\_\_\_\_

Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by

Signature of Manager verifies they have reviewed the attached receipts to ensure that all purchases were college/department appropriate and do not appear on the "Disallowed Purchases" list.