

Transaction Summary and Reconciliation Sheet

Fulton County WEX Card

Department: _____

Cardholder's Name: _____

Card Account #: _____
(last 6 digits)

Transaction Summary for Month: _____

Cardholder's Signature & Date: _____

Printed Name (Reallocator)

Reallocator Signature & Date: _____

Printed Name (Approver)

Approver Signature & Date: _____

Transaction

Total

	Date	Vendor	Description/Business Purpose	Received	Reallocated	Reconciled	Purchase Amount
1							\$
2							\$
3							\$
4							\$
5							\$
6							\$
7							\$
8							\$
9							\$
10							\$
11							\$
12							\$
13							\$
14							\$
15							\$
16							\$
17							\$
18							\$
19							\$
20							\$

Reconciliation and approval must be completed and signed by the 15th of the month following receipt of statement.

Ending Balance: \$ 0.00

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Transaction						Total
	Date	Vendor	Description/Business Purpose	Received	Reallocated	Purchase Amount
21						
22						\$
23						\$
24						\$
25						\$
26						\$
27						\$
28						\$
29						\$
30						\$
31						\$
32						\$
33						\$
34						\$
35						\$
36						\$
37						\$
38						\$
39						\$
40						\$
41						\$
42						\$
43						\$
44						\$
45						\$

Ending Balance:

\$ 0.00

Reconciliation and approval must be completed and signed by the 15th of the month following receipt of statement.

Completed reconciliation's and supporting documentation shall be retained in the cardholder's department for at least three (3) years.

Reconciliation and supporting documentation must be made available on demand to the departments of Internal Audit, Purchasing, or Controller's Office for review if deemed necessary by these departments.

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	Transaction Date	Vendor	Description/Business Purpose	Received	Reallocated	Reconciled	Total Purchase Amount
46							\$
47							\$
48							\$
49							\$
50							\$
51							\$
52							\$
53							\$
54							\$
55							\$
56							\$
57							\$
58							\$
59							\$
60							\$
61							\$
62							\$
63							\$
64							\$
65							\$
66							\$
67							\$
68							\$

\$0.00

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 Reconciliation and supporting documentation must be made available on demand to the departments of Internal Audit, Purchasing, or
 Controller's Office for review if deemed necessary by these departments.