



## RECONCILIATION FOR ADVANCE GIFT CARDS

Submission Date: \_\_\_\_\_

(\*)Purchase Order #: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Phone #: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Vendor ID: \_\_\_\_\_

Department/Project #: \_\_\_\_\_

Project Period: \_\_\_\_\_ to \_\_\_\_\_

Note: Departments holding gift cards in excess of \$2,000.00 must ensure that the cards are secured in a reinforced cabinet or safe, equipped with a padlock or combination code. Please note that "petty cash boxes" do not fulfill this requirement.

### Reconciliation:

Quantity:	Dollar Amount:	Total Amount:
	<b>Gift Card Grand Total:</b>	
<b>Distributed:</b>		
<b>Undistributed:</b>		
	<b>Distributed Card Grand Total:</b>	
	<b>Undistributed Card Grand Total:</b>	
	<b>Total:</b>	

After distribution of gift cards, you will be required to do the following:

- Within 30 days of PCard purchase of gift cards complete this reconciliation form 41-997
- Attach the itemized receipt/invoice for gift card purchase
- Form 41-996 and form 41-997 will be required to be included in your Monthly PCard statement packet
- If total purchase is over the PCard Credit Limit or Single Purchase Limit contact the PCard Administrator for an override
- (\*)If total purchase is over \$5000, a Purchase Order is required prior to purchasing gift cards
- Submit the reconciliation log and form 41-996 and ensure the distributed card grant totals match

**Distributed and Undistributed Card Grand Totals should match Gift Card Grand Total Purchased**

\_\_\_\_\_  
Preparer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cardholder's RFO/DDC/PI Per Dept/Proj Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sr. Accountant

\_\_\_\_\_  
Date