



Provo City School District
Policy Series 6000 Finances and Operations

6210 F8

ZION'S BANK DEBIT CARD RECONCILIATION FORM

RECONCILIATION: Review all purchases listed on your monthly statement to ensure they are accurate and complete. Match up all receipts, invoices, etc. With each item listed on your ZIONS BANK STATEMENT.

MISSING RECEIPT: Attach a completed Missing Receipt Form 6211 F2.

COMPLETE THE FOLLOWING INFORMATION

- \$ _____ Total amount expended on this statement
- _____ Total number of transactions on this month's statement
- _____ Total number of attached receipts/invoices
- _____ Total number of missing receipts/invoices
- _____ Total Utah sales tax paid for current month's transactions

Enclose the following with your monthly bill:

- The original copy of your monthly billing statement
- All receipts/invoices from stores/vendors. (Paper clip these together in order listed on your monthly billing statement.)
- Copy of missing receipt letters (if applicable)
- Supervisor's signature
- This completed form which includes **supervisor's signature**

REVIEW AND SEND TO THE BUSINESS OFFICE

SCHOOL _____ ACC# _____

PREPARER _____ DATE ____/____/____

PRINCIPAL _____ DATE ____/____/____

USE THIS FORM FOR DEBIT CARDS ONLY