

Credit Card Reconciliation Form

White Form
Updated 6/18

Organization: _____

Credit Card Company to be paid: _____

Your name: _____ Last 4 digits of acct. no.: _____ Due Date: _____

Summarize all charges to the same account number, and then transfer the total into the following table.

Summarized Charges/Optional Descriptions:	Charge to Account:	Amount:
Subtotal A:		
Credits (deductions)	Credit to Account:	Amount: enter negative #
Subtotal B:		
Total = Subtotal A minus Subtotal B:		

Total must equal "Amount Due" on credit card statement.

Sign this form and attach the credit card statement.

Staff signature

Authorization (if required)