STUDENT ORGANIZATION DEBIT CARD **RECONCILIATION**

ORG. NAME: _____ DATE OF LAST RECONCILIATION: _____

LAST 4 DIGITS OF CARD: ____ ____ ____ ____ RECONCILIATION COMPLETED: ☐ ONLINE ☐ IN PERSON

INVENTORY CONTROL NO.: _____ - _____

REIMBURSEMENTS DEPOSITED TO ORGANIZATION

Unauthorized purchases, IL sales tax, excessive tip, etc.

DATE	DESCRIPTION	Confirmation Number	AMOUNT
			$
	Total Reimbursed to SOFO Account		$

ACTIVITY SUMMARY

Load Balance: $_____

Balance as of_____: -_____

Completed Reconciliations: -_____
(Pending reload request)

Pending Transactions: -_____

Total Expenditures*: $_____

DOCUMENTATION TOTALS

Authorized Charges: $_____

Service Fees: +_____

Reimbursements Deposited +_____

Reconciliation Subtotal*: $_____

***Total Expenditures and Reconciliation Subtotal should match.**

DEBIT CARD RELOAD ☐ I want to reload ☐ I don't want to reload at this time

Account Reload ☐ Operations ☐ ASG

Reconciliation Subtotal (from Documentation Totals above): $_____

Total prior **Completed Reconciliations** pending reload: +_____

Debit Card Reload Amount: $_____

By my signature, I attest to the accuracy and the integrity of the attached reconciled debit card transaction history. I understand that all undocumented and/or unauthorized items must be resolved and documented to complete this reconciliation.

TREASURER: _____ DATE: _____

CASH SERVICES ASSISTANT: _____ DATE: _____

CASH SERVICES SUPERVISOR: _____ DATE: _____

STUDENT ORGANIZATION DEBIT CARD
RECONCILIATION GUIDE

RECONCILING

- Comparing the receipts to the card history to ensure funds were used appropriately
- Reconcile every 30 days
- Can reconcile without reloading

RELOADING

- Adding the depleted funds back to the card
- Must include a signed SOFO voucher with reconciliation paperwork
- Must reconcile before reloading

TERMS TO KNOW

- **Inventory Control Number (ICN):** Unique and secure card identification number. Always include ICN on all paperwork.
- **Reimbursements**: If your group funds were used to pay IL State tax, paid tip over 20%, or purchase personal items, you must reimburse your SOFO account. Deposit the total amount online via the online SOFO reimbursement page. Include submission confirmation number.
- **Load Balance:** Initial balance requested for the card, max amount on the card that does not change
- **Completed Reconciliations:** The total amount of money from any previous reconciliations that have not been reloaded.
- **Pending Transactions:** Any purchases that will not be included in the reconciliation. *Note*: these may only be the most recent purchases.
- **Total Expenditures:** Subtract the current card balance, any completed reconciliations, and any pending transactions from the original load balance to determine how much money the group spent during this reconciliation period.
- **Authorized Charges:** The total of all purchases that follow SOFO guidelines. Do not include any reimbursements or service fees.
- **Service Fees:** After 3 months of inactivity, you will be charged a $3.00 service fee. You do not need to reimburse this amount.
- **Reconciliation Subtotal:** Add the authorized charges, service fees, and reimbursements deposited to find the total reconciliation amount for this period.

*The amount your group is reconciling (**Reconciliation Subtotal)** should be the same as the amount of money the group spent (**Total Expenditures).**

RECONCILIATION CHECKLIST

- ❑ Completed & signed reconciliation form
- ❑ All original receipts taped to blank sheet of paper
    - ❑ Vendor name, date, location
    - ❑ Itemized
    - ❑ Proof of purchase, i.e. the last four digits of the card
    - ❑ Charge total matches Cashier's Office history