TRIO New Mexico

**CREDIT/DEBIT CARD RECONCILIATION FORM**

**PLEASE NOTE: For documentation purposes and accountability this form must be accompanied with the appropriate receipts. Failure to submit receipts, invoices and the correctly completed form in a timely fashion could result in revocation of privileges.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reconciliation for: |   | Bernadine Booky, President | **Month**: |  |
| (check appropriate) |  | Vacant, President-Elect |  |  |
|  |  | Greg Dobbins, Secretary |  |  |
|  |  | Maria Anchondo, Treasurer |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Invoice Receipt Date** | **Trip/Event** | **Description of Expense***(Budget Line Item and Purpose)* | **Missing Receipt** *(Check if NOT attached)* | **Amount** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL CHARGES** (Should be EQUAL to your charges on ATM/Debit Card Summary on bank statement.) |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Officer’s Signature Date Treasurer’s Signature Date

**You may email voucher form to Maria Anchondo to maria76617@unm.edu; however, mail original with receipts to:**

Maria Anchondo, TRIO New Mexico Treasurer
TRIO Educational Opportunity Center (EOC)

University of New Mexico

UAEC Suite 250, Office 254A
Contact:  **maria76617@unm.edu** or by phone to (505) 277-4382

### TREASURER ONLY: 🗆 Hand-Delivered 🗆 Mailed 🗆 Posted to Account

### Voucher #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Initials: \_\_\_\_\_\_\_\_\_