

**STUDENT ORGANIZATION DEBIT CARD  
RECONCILIATION**

ORG. NAME: \_\_\_\_\_ DATE OF LAST RECONCILIATION: \_\_\_\_\_

ACCOUNT No.: 20 \_\_\_\_\_ - \_\_\_\_\_ LAST 4 DIGITS OF CARD: \_\_\_\_\_

INVENTORY CONTROL No.: \_\_\_\_\_ - \_\_\_\_\_

**REIMBURSEMENTS DEPOSITED TO ORGANIZATION**

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

DATE	DESCRIPTION	DEPOSIT No.	AMOUNT
			\$
	Total Reimbursed to SOFO Account		\$

**ACTIVITY SUMMARY**

Load Balance: \$ \_\_\_\_\_

Balance as of \_\_\_\_\_: - \_\_\_\_\_

Completed Reconciliations: - \_\_\_\_\_  
(Pending reload request)

Pending Transactions: - \_\_\_\_\_

STUDENT ORGANIZATION DEBIT CARD  
**RECONCILIATION GUIDE**

**RECONCILING**

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

**RELOADING**

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

**TERMS TO KNOW**

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- 4 **Inventory Control Number (ICN):** Unique and secure card identification number. Always include ICN on all paperwork. Never use the transactional 16-digit number to identify card.
- 4 **Reimbursements:** If your group funds were used to pay IL State tax, paid