

Department of Family and Community Medicine

Participant Incentive Merchant/Bank Card Reconciliation Log

Index

Principl	e Investigate	or									
Date	Card Type Purchased	Card Batch # Range	Quantity Disbursed	Ending Quantity	Value/	Total	Index	Inventory Verification Initials (Two Required)		Inventory Verification Signature: PI	Accounting Audit Signature
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Instructions:

Grant Title_

- The Approval for Use of Participant Incentives Form must be completed prior to merchant/bank card purchases.
- 2) Begin this *Reconciliation Log* with the initial purchase of merchant/bank cards for the specific contract or grant. Continue entering card purchase and disbursement activity.
 - a) Use a separate form per card-type and per index/grant.
 - **b**) Use the last 4 digits of the card numbers when adding or reducing the card batch # range.

Note: The merchant/bank card inventory must be counted monthly by two employees (faculty or staff) and approved by the contract/grant PI. Signatures confirm the purchase and inventory count.

The counted inventory balance is then entered on this log; use the receipts obtained when purchasing the cards to show inventory 'in' and the *Participant Incentive Receipt Confirmation* forms to support inventory 'out.'

Both forms of documentation will support the ending inventory balance.

- 3) Send the Reconciliation Log and backup to your accountant monthly.
- 4) If you have any questions, please contact your accountant.

Please use this form to record all card purchases and disbursements.