

Reconciliation and Approval Process

Reconciliation and Approval Forms (RAFs) are due 30 days following the end of the billing period; for example, when the August 16th-September 15th cycle ends, the RAF is due October 15th. The RAF document can be accessed through the following link:
http://www.iit.edu/policy_procedures/forms/purc_pcard_reconciliation_and_approval_form.pdf

Fill in all of the general information on the form, place the statement total in the space labeled **Total Charges Per JPMChase Statement \$** and write the total of your missing receipts in **Difference* \$**. Then provide an explanation for each of your missing receipts. Have an approver look over your receipts and statement and sign your RAF document to verify that your information is accurate.

**30 days
to submit
RAF**

