

FIRST CITIZENS VISA CREDIT CARD RECONCILIATION FORM

THE CREDIT CARD PERIOD RUNS FROM THE 6TH OF THE MONTH THROUGH THE 5TH OF THE FOLLOWING MONTH *THIS FORM AND ALL RECEIPTS SHOULD BE SUBMITTED IMMEDIATELY AFTER THE CLOSE OF THE PERIOD (5TH OF THE MONTH)*

THE BANK ISSUED CREDIT CARD STATEMENT SHOULD BE SUBMITTED AFTER THE AUTHORIZED USER RECEIVES AND REVIEWS THE STATEMENT FOR ACCURACY

CARDHOLDER NAME

DEPARTMENT

DATE	VENDOR	DESCRIPTION OF PURCHASE	ACCOUNT*	SUBTOTAL	TAX	TOTAL	RECEIPT ATTACHED**

SIGNATURE OF CARD HOLDER

*The account assigned must match with the description of the purchase.

**Receipts should be attached in order by the date of purchase.