I acknowledge that this commercial card reconciliation contains legitimate University expenses incurred by me on behalf of DePauw’s benefit, and are allowable expenses as defined by DePauw’s Expense and Travel Reimbursement Policy. I certify that I have reached out for an itemized receipt from the vendor. I further certify that a receipt in the amount of $ from (vendor) on (Date) is applicable to this expense and is no longer available.

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cardholder Signature

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date