



Bank of America Fleet Card Reconciliation Memo

By signing this memo I am certifying that as the Fleet Card Department Manager the attached receipts and transaction detail report for the Fleet Card accounts in the department/area of _____ have, been reviewed and reconciled with the _____

Department Manager's Name (print)

Department Manager's Signature & Date

Instructions:

Attach this form to your printed transaction by vehicle report and include original receipts which should be attached to plain 8 ½ x 11 paper

Crespo, Transportation Office, Briarcliff Manor.
