INSTRUCTIONS: The reconciler is the person who will check the cardholder’s monthly statement and approve ONLINE (via WORKS) each charge as correct and authorized. For additional information, see http://www.ecu.edu/cs-admin/purchasing/upload/Guide_to_Mat-Mgmt_and_Purchasing-3.pdf and http://www.ecu.edu/purchasing/

All Reconcilers are required to submit a Banner Security Access Form and must be authorized for the Fund, Org, and Program selected by your cardholder(s). The Banner Security Access Form is available through ECU OneStop at https://onestop.ecu.edu/onestop/. Cardholders must have Org security to Orgs used in WORKS. Complete the blank spaces below beginning with “RECONCILERS BEGIN HERE”. Please note that all reconcilers are required to attend a card-use training session and that the department head MUST sign the application form. To register for a training session, visit http://www.ecu.edu/cs-its/cornerstone/. Reconciler must not report directly to cardholder. If you have this situation, please designate someone in the Division office to countersign the statement. Note: Individual Banner ID’s may be obtained by logging into ECU OneStop and clicking on your “PROFILE” tab.

RECONCILERS BEGIN HERE: PLEASE TYPE OR PRINT USING BLACK INK FOR HANDWRITTEN PORTIONS

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