



Western Carolina University
PCard Reconciler Additions/Cancellations

Cardholder (print):	
Department:	
Change Reconciler:	From: _____ To: _____

Reconciler Cancellation

Name (print):	
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Reconciler Addition:

*Name (print):	
Email address:	
92#:	

Cardholder signature:		Date:
Reconciler Addition signature:		Date:

** Reconciler reviews and signs off on all charges/transactions made by the cardholder.*