



## Bank of America Fleet Card Reconciliation Memo

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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.

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