

MEMORANDUM

DATE: _____

TO: Eva Dominguez
Office of the Dean
College of Arts, Humanities and Social Sciences

FROM: _____ DEPT _____

RE: Confirmation of Department Reconciliation to PS Reports

Our departmental accounting records for the month ended _____ have been reconciled to PS GL Summery Report). Outstanding expenditures/receipts may exist on the internal records to allow for a difference between our internal records and that indicated on the Summery Report. We have notified the Accounting Department of errors, if any, so that our internal records are in agreement with PS for each of the following:

- () All expenditures/receipts in Department State accounts # _____
(Fund 1111) # _____

At this time, our records and projections indicate that the above accounts will end the year with a positive balance. If this is not the case, we have attached a copy of our reconciliation and our projection to the end of the fiscal year.

In addition, we have reconciled our DRIF and Revolving Projects as indicated below to show that current year items as reported by accounting are in agreement with the internal records.

- () All expenditures/receipts in DRIF Project # _____

- () All expenditures/receipts in Revolving Project # _____

Reconciliation for above accounts

Prepared by: _____ Extension: _____

Approved by: _____ Extension: _____

