eMarket Reconciliation Form
PRINT CLEARLY OR TYPE

- A reconciliation is not required if the eMarket site was set up strictly to collect donations
- The eMarket Source Information must be submitted with this form
- The organization Contact Person must sign this form before submitting it to the SPO or OGSL
- A SPO or OGSL representative signature is required on this form before it is submitted to the SABSC
- The event Source Information total must match the Total Revenue written below
- No new eMarket requests will be approved until pending event reconciliations are completed

Event Date: ________________ Event Name: _______________________________________________________________________________________

Organization Name: ____________________________________________________________________________________________________________

Total Revenue: $________________

Chartstring:

<table>
<thead>
<tr>
<th>Dept ID</th>
<th>Fund</th>
<th>Fund Source</th>
<th>Program</th>
<th>Function</th>
<th>Property</th>
<th>Account</th>
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Approvals:
Contact Person: (PRINT) __________________________ SIGN: __________________________ DATE: ______
Department: (PRINT) __________________________ SIGN: __________________________ DATE: ______

Comments:
_____________________________________________________________________________________
_____________________________________________________________________________________

******************************************************************************SABSC Use Only******************************************************************************

Reason for return: _______________________________________________________________________

On ____/____/____ the contact person was emailed, the advisor was cc’d, and the form was returned

Reconciled to PeopleSoft by: ____________________________________________ Date: _____________