

eMarket Reconciliation Form

PRINT CLEARLY OR TYPE

- The eMarket Source Information must be submitted with this form
- The event Source Information total must match the Total Revenue written below
- Authorized signature is required on this form before it is submitted to the SABSC
- For your records, make a copy of all paperwork before submitting to the SABSC

eMarket Date: _____ Item Description: _____ Item Code: _____

Chartstring Name (Required): _____ Department Name: _____
Total Revenue: \$ _____

Chartstring:

<u>Dept ID</u>	<u>Fund</u>	<u>Fund Source</u>	<u>Program</u>	<u>Function</u>	<u>Property</u>	<u>Account (SABSC Use Only)</u>
						46200

Authorized Approval:

Name: _____ Title: _____ Sign: _____ Date: _____

----- *For SABSC Use Only* -----

Comments: _____

Reconciled to PeopleSoft by: _____ Date: _____