



Send to General Accounting  
 MSN: 4B2; Tel: 3-2655;  
 Fax 3-2920

## Daily Credit Card Sales Report

**Instructions:** Prepare a report for each business day (weekend sales dates may be combined). American Express transactions may not be combined with Visa and MasterCard transactions. Prepare a separate report for American Express transactions only. The total amount of sales reported must equal net credit card transactions. Fax the report and the batch settlement report printed from the credit card terminal to General Accounting by close of business on the date the report is prepared.

**Important:** All original documents must be kept on file in a secure location in the department for three years.

Number \_\_\_\_\_ Transaction Date \_\_\_\_\_

Department Name \_\_\_\_\_

Fund/Org-Account Description	_____ - _____	Amount _____
Fund/Org-Account Description	_____ - _____	Amount _____
Fund/Org-Account Description	_____ - _____	Amount _____
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Fund/Org-Account Description	_____ - _____	Amount _____

**Total Amount** \_\_\_\_\_

**Reconciliation of Daily Credit Card Sales**

Gross Sales \_\_\_\_\_

Less: Revenue Refunds \_\_\_\_\_

Add (Subtract): Adjustments \_\_\_\_\_

**Net Credit Card Transactions** \_\_\_\_\_

Prepared by \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

