

**Purchasing Card Transaction Log**

**03.007.01**

Revised: July 21, 2016

**Purchasing Card Transaction Log**

Month of:

CARD HOLDER NAME:	MAIL STATION:
	PHONE:
COST CENTER:	MANAGER'S NAME:

#	Date	Merchant	Item Purchased	Purchased For:	Subtotal	Freight	Total
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
			<b>Log Total</b>				
			<b>Statement Total</b>				

Enclose all receipts and the monthly statement. Reconciliation by cardholder must be completed. Supervisor must approve and forward to Independent Monitor by 17th of the month.

Cardholder Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Statement information was obtained directly (independent of cardholder) and the information was compared to supporting documentation for proper use of card. Every purchase must be entered on log and supported with appropriate receipts and invoices that match statement information (purchase location, date, and amount). The independent monitor should review, sign the log, and directly submit for FINET processing by the 22nd of the month. (Supervisor and independent monitor may be the same individual.)

Independent Monitor Signature \_\_\_\_\_

Date \_\_\_\_\_

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Cardholder Signature & Date \_\_\_\_\_ Supervisor Signature & Date \_\_\_\_\_

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Independent Monitor Signature & Date \_\_\_\_\_