

Purchasing Card Transaction Log

Statement Date: _____ (statements run approximately the 11th through the 10th)

Cardholder Name:	Division/ Department:
Card Number: XXXX-XXXX-XXXX-	Manager's Name:
Phone:	

#	Date	Merchant	Purchase Summary	Amount	Unit/Org	Approp	Object	Activity	Rept Cat	Project	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											

Log Total \$ _____
Statement Total \$ _____

Credits Pending on Future Statements

#	Date	Merchant	Credit Summary	Amount	Unit/Org	Approp	Object	Activity	Rept Cat	Project	
1											
2											

Cardholder Signature & Date _____

Manager's Signature & Date _____