

## PROCUREMENT CARD TRANSACTION LOG

	<b>MONTH</b>		<b>YEAR</b>		<b>MONTH</b>		<b>YEAR</b>
For the Month of:		4,		To		3,	

<b>Department:</b>	
<b>Cardholder Name:</b>	
<b>Account Number:</b>	

Transaction Date	Merchant Name	Transaction Amount	Reconcile Statement	Is Vendor in Good Standing with Comptroller's? Yes/No Date Status Checked	Justification for Purchase

<b>Cardholder Signature</b>		<b>Date</b>	
<b>PI Signature</b>		<b>Date</b>	
<b>Division Director</b>		<b>Date</b>	
<b>Account Reconciler</b>		<b>Date</b>	