

Procurement Card Transaction Log

Office of Procurement and Strategic Sourcing • Procurement Card Program



PROCUREMENT CARD ACCOUNT INFORMATION

Cardholder Name

Prepared By

Prepared For The Month Of

Department

Procurement Card Number *(last four digits only)*

Fund/Cost Center/Internal Order

TRANSACTION LOG

Date	Vendor Name	Item Description	Amount	Verified Receipt	Date Received	Comments
		TOTAL				

CARDHOLDER & ACCOUNT MANAGER APPROVAL

By signing below the cardholder and the account manager certify receipt and allowability of goods and materials.

Cardholder Signature

Date

Account Manager Signature

Date Approved by Account Manager