

# 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
		<b>TOTAL</b>				

## 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