SU PURCHASING CARD PROGRAM CARDHOLDER PROCARD TRANSACTION LOG

CARDHOLDER NAME: Month/Year:

TRANS DATE	VENDOR NAME	BUYER CODE	DEPT ID	ACCT	DESCRIPTION

The Activity Log is the key to managing and controlling the Purchasing Card Program. All purchases and credits Monthly Bank Statement is received, each charge/credit is to be verified with the Activity Log. The cardholder's A Activity Log and Monthly Bank Statement. To document this review, the Authorized Reviewer is to sign and date original receipts, Activity Log, and Monthly Bank Statement are forwarded to the Agency Fiscal Officer or designe designee for approval and retention.

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Cardholder Signature Date

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Agency Fiscal Officer Signature Date

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Manager Signature Date

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Cardholder Signature Date

Agency Fiscal Officer Signature Date

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TRANS AMT	FRT AMT	TOTAL	CHARGED	F OR P
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