Purchasing Card Monthly Log

Name **Statement Date**

Date	Vendor	Amount	Account Code (Fund, Acct., Cost Center,Sub Account*,Project*, Work Order*) if applicable*	Business Purpose/Meal Attendees

Purchasing Card Monthly Log

Date	Vendor	Amount	Account Code (Fund, Acct., Cost Center,Sub Account*,Project*, Work Order*) if applicable*	Business Purpose/Meal Attendees

Total **$0.00**

Cardholder Printed Name

Cardholder Signature Date

Supervisor Printed Name

Supervisor Signature Date