

Purchasing Card Transaction Log

Cardholder Information

Name _____ Department _____ Last 6 Digits of Card Number _____

Transaction Information

Billing Cycle Dates From _____ to _____

► Warrant Hold check is required only if purchase is over \$500 and the vendor is located in Texas.
 If not, check "N/A." If checked and the supplier is not on hold, check "Yes."
 This must be done no earlier than 7 days prior to purchase.

Date	Vendor Name	Purchase Description	Support Attached	Controlled Asset	Warrant Hold	Comments (if applicable)	Cost Center or Project #	Account #	Purchase Amount

