

## Purchasing Card Transaction Log

Name \_\_\_\_\_ Department \_\_\_\_\_ Last 6 Digits of Card Number \_\_\_\_\_ Billing Cycle Dates \_\_\_\_\_ to \_\_\_\_\_

► [Warrant Hold](#) - Required only if purchase is over \$500. 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

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- Each person signing below certifies that the expenses are just, true and correct, and were incurred by the cardholder for University business on dates shown on supporting documentation.
- Certification is also made that charges were not for personal use or are considered as an unallowable purchase according to the University's ProCard Procedure.
- We further understand that improper use of this card may result in disciplinary action, up to and including termination of employment.

Cardholder \_\_\_\_\_ Date \_\_\_\_\_ Reconciler \_\_\_\_\_ Date \_\_\_\_\_ Reviewer \_\_\_\_\_ Date \_\_\_\_\_  
*(if different from the cardholder)* *(Supervisor/Manager)*