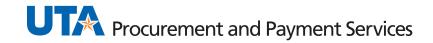
BF-PGC-F6



## **Purchasing Card Transaction Log**

Name	Department	Last 6 Digits of Card Number	Billing Cycle Dates	to
► <u>Warrant Hold</u> - Required	only if purchase is over \$500. If not, check "N/A." If co	hecked and the supplier is not on hold, check "Yes." This i	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

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

- 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)	