

Name of P-Cardholder

PURCHASING CARD LOG OF TRANSACTIONS

DATE OF PURCHASE	(FAX, PHONE ORDER, INTERNET, STORE...)	SUPPLIER NAME	DESCRIPTION AND BUSINESS PURPOSE OF PURCHASE	DOLLAR AMOUNT	INDEX	CURRENT EXPENSE ACCOUNT
EXAMPLE:						
3/10/09	Internet	Amazon.com	Book for Instructor to use in classroom	\$	BBXXX	70420
4/25/09	Store	Best Buy	Refrigerator for biological samples	\$	BBXXX	70420

REMARKS/EXCEPTIONS

SIGNATURE OF P-CARDHOLDER _____ DATE: _____

SIGNATURE OF P-CARDHOLDER'S SUPERVISOR _____ DATE: _____