



Purchasing Card Transaction Log

For period: _____ through _____

Name: _____

Last four digits of Card Number: _____

Cardholder Signature: _____
(Required)

Dept/Division: _____

Date	Vendor	Items Purchased & Purpose (In Detail)	Export Control # (ECCN)	\$Amt	Date Received	Transfer expense to Cost Center:	Financial Manager Approval
------	--------	---------------------------------------	-------------------------------	-------	------------------	-------------------------------------	----------------------------------

Total