

PURCHASE LOG

Cardholder Name _____

Transaction for the Month of _____

Card No _____

REMINDER: Keep all receipts. Attach to the Purchase Log. These must be submitted to the Approving Official with the Cardholder's Statement of Account.

Date	Supplier	Item Description	Method	Amount	Tax	Item Recd	Fund/Dept/Product/Acct
							- - -
							- - -
							- - -
							- - -
							- - -
							- - -
							- - -
							- - -
							- - -

I verify that all of these purchases were made for District business within the Purchasing Policies and Guidelines.

 Cardholder Signature

 Date

 Approving Official

 Date

RECONCILIATION REPORT

Cardholder Name _____

Transaction for the Month of _____

Card No _____

Fund/Dept/Product/Acct	Amount	Tax	Use Tax
- - -			
- - -			
- - -			
- - -			

Disputed Transactions: Copy of *Cardholders Statement of Questioned Items (CSQI)* form **must** be attached.

Date	Transaction	Amount	Tax

I verify that all of these purchases were made for District business within the Purchasing Policies and Guidelines.

 Cardholder Signature

 Date

 Approving Official

 Date