PURCHASE CARD MONTHLY TRANSACTION LOG

Revised August 2024

CARDHOLDER NAME: _____

CARD # (LAST 4 DIGITS): _____

POSITION: _____

MONTH: _____

(LOG TRANSACTIONS FOR THIS STATEMENT OF ACCOUNT ONLY)

DATE OF PURCHASE	MERCHANT NAME	DESCRIPTION OF PURCHASE PLEASE PROVIDE A PURCHASE JUSTIFICATION FOR EACH ITEM	TOTAL RECEIPT AMOUNT	PAID TAX? (Y/N)	ACCOUNT #	ACCOUNT # AMOUNT

SUB TOTAL (FRONT PAGE):	
SUB TOTAL (BACK PAGE):	
GRAND TOTAL (MUST EQUAL THE TOTAL BALANCE ON THE STATEMENT):	

JUSTIFICATION FOR PAYMENT OF SALES TAX:

CARDHOLDER SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE: _____ DATE: _____

DATE OF PURCHASE	MERCHANT NAME	DESCRIPTION OF PURCHASE PLEASE PROVIDE A PURCHASE JUSTIFICATION FOR EACH ITEM	TOTAL RECEIPT AMOUNT	PAID TAX? (Y/N)	ACCOUNT #	ACCOUNT # AMOUNT