INSTRUCTIONS
PROCUREMENT CARD TRANSACTION LOG

This log is set up as an Excel spreadsheet. The following information must be completed:

1) **Cardholder** – Cardholders name
2) **Card Number** – Number on the Procurement Card
3) **Month/Year** – The month/year the purchase was made
4) **Date Column** – The date the charges appear on your statement
5) **Department #** - Enter the department the charges should be posted to.
6) **Vendor** – The name of the vendor the item was purchased from
7) **Description** – A brief description of the item purchased
8) **Amount** – the dollar amount of the item purchased
9) **Total** – Total dollar amount of items purchased that month
10) **Cardholders signature** – This verifies that the cardholder has purchased and received the items listed above
11) **Reconciled by** – Name of the individual responsible for reconciling the log to the receipts
12) **Directors signature** – Approving the charges to that department
13) **Audited by** – The signature of the Procurement Card Auditor that the receipts are present and have been charged to the designated accounts
14) **Batch ID** – This is the name of the batch that the Procurement Card Auditor has assigned for that month