Purchasing Card Transaction Log

Cardholder Name: _____ Location: _____ Month: _____

Cardholder or Card User Name/Title	**Authorization Form** (required for Card User only)- Yes/No	**Date/Time Received**	**Date/Time Card Returned**	**Cardholder/User Signature**	**Vendor**	**Amount**	**Purpose of Purchase**

_____ _____

Cardholder Signature: **Date**

By signing, I authorize these purchases.

_____ _____

Liaison Signature: **Date**

By signing, I have reviewed these transactions for split purchase, fraud, abuse, and misuse.

Revised August 21, 2020