

DEPARTMENT PROCUREMENT CARD

TRANSACTION LOG

Exhibit C

Cardholder Name _____

Dept _____

Card # (Last 4 digits) _____

Month/Year _____

Trans Date	Vendor/ Supplier	Purchase Amount	Item Summary/ Explanation for Purch.	Department Expenditure Account	Ordered For Employee Name	Date Received

Transaction Log Total \$ _____
Must have detailed receipts for all purchases.

Receipts Total \$ _____
Receipt total must match transaction log total.