

PURCHASE CARD MONTHLY TRANSACTION LOG

Davised Avenuet 2024

						Revised August 2024	
CARDHOLDER NAME:				CARD # (LAST 4 DIGITS):			
POSITION:				ATTACH ALL ORIGINAL, DETAILED RECEIPTS TO THE BACK OF THIS FORM ALONG WITH THE STATEMENT OF ACCOUNT			
MONTH:_	(LOG TRANSACT	IONS 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):		_			
Г	GRAND TOTA	AL (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
		SUB TOTAL (BACK PAGE):				