

PURCHASE CARD MONTHLY TRANSACTION LOG

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:		ONS 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	TOTAL RECEIPT	PAID TAX?	ACCOUNT#	ACCOUNT #
		PLEASE PROVIDE A PURCHASE JUSTIFICATION FOR EACH ITEM	AMOUNT	(Y/N)		AMOUNT
				1		

SUB TOTAL (BACK PAGE):