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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 March 21, 2024