

P-Card Transaction Log

Cardholder Name	Default Speedtype	Period of Review*		

Date of Purchase	Vendor Name	Detailed Description of Item/Service (including Quantity & Misc Notes)	Amount (w/freight)	Date Rcvd	Date Billed On Statement	Redistribution Speedtype	Business Purpose
I certify that	t I have made all of the list	ed transactions on behalf of the University a	nd that they c	omply with t	he established p	rocedures for using	the P-Card.

Cardholder (Signature/Date):

Printed Cardholder Name:

* All transactions must be recorded on the transaction log as they are purchased. Outstanding items purchased but not yet billed on the monthly statement within thirty (30) days.