MONTHLY BANK CARD LOG FOR PURCHASES

Cardholder Name:	
Transactions Month:	Cardholder Signature:
Site/Department:	Approving Official's Signature:

Charge Date	Vendor	Description of Purchase / Purpose	Amount	Purchase Order Number
		TOTAL:		

INSTRUCTIONS

Cardholder: Within 3 days of receipt of your Monthly Bank Card Statement, send to your

Approving Official, the completed and signed Monthly BankCard Log, the original signed Monthly Bank Card Statement, your original receipts and copies of all backup documents. Keep copies of your Monthly Bank Card Statement, Monthly Bank Card Log, all backup documents, and your receipts.

Approving Official: Upon receipt of the Monthly Bank Card Log and all applicable documents, review the purchases for validity and sign the Monthly Bank Card Log where indicated. After signing, send all documents to the Accounting Technician for processing.