# **PURCHASING CARD LOG**

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| **CARDHOLDER NAME:**       | **ENDING DATE:**            |
| **CARDHOLDER TELEPHONE NUMBER:**       | **WORK UNIT NAME:**        |
| **SUPERVISOR NAME (Print or Type):**       | **SUPERVISOR TELEPHONE NUMBER:**       |
| TRANS DATE | VENDOR NAME | DESCRIPTION OF PURCHASE | TRANSACTIONAMOUNT | LINE AMOUNT | [Agency Defined Info] | [Agency Defined Info] | [Agency Defined Info] |
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| I certify that I have made all of the listed transactions on behalf of the Agency and that they comply with the established procedures for using the purchasing card. | I certify that I have reviewed all of the charges, invoices/receipts, and charging information for the above purchases. All charges and documentation comply with State and Agency purchasing regulations and all charging information is complete and correct. |

CARDHOLDER SIGNATURE & DATE SUPERVISOR SIGNATURE & DATE