DEPARTMENT PROCUREMENT CARD **TRANSACTION LOG** ***Exhibit C***

Cardholder Name_____ **Dept**_____ **Card # (Last 4 digits)**_____ **Month/Year**_____

Trans Date	Vendor/ Supplier	Purchase Amount	Item Summary/ Explanation for Purch.	Department Expenditure Account	Ordered For Employee Name	Date Received

Transaction Log Total $ _____ Receipts Total $ _____

Must have detailed receipts for all purchases. Receipt total must match transaction log total.