

## McNeese State University - Cardholder Purchase Log

Billing Cycle: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

No.	Receipt Date	Vendor Name	Description of Items Purchased	Total Amount of Transaction	Index Code	Account Code	Other Information
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							

The purchasing log is to be used to help reconcile purchases made during billing cycle by matching receipts to the bank statement. Such documentation must be reviewed and certified by cardholder as received or reported as a disputed item. The cardholder will sign and date the Purchasing Log & bank statement and forward to his/her supervisor for review and signature. The signed Purchasing Log, bank statement, and receipts will then be forwarded to the Purchasing Office (PO box 92415). Once the Purchasing Agent has reviewed all documents and scanned the receipts into Works, the cardholder will be notified to sign-off on his/her transactions in Works.

\_\_\_\_\_  
Cardholder Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

\_\_\_\_\_  
Purchasing Signature/Date