

# McNeese State University - Cardholder Purchase Log

Billing Cycle: \_\_\_\_\_  
 Cardholder Name: \_\_\_\_\_  
 Account Number: \_\_\_\_\_

N	Date	Vendor Name	Description	Qty.	Amount	Receipt Date	Account/Object Code**	Other Information
0.								
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10								

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 should then sign the Purchasing Log and bank statement\* and forward to his supervisor for review and signature of both the Purchasing Log and bank statement. After approval, the receipts, purchasing log and the bank statement are forwarded to the Purchasing office, PO box 92415.

**\*NOTE: once Workflow is implemented, after reconciling and signing of documents, the cardholder would forward documents to Purchasing office for scanning.**

**\*\*Enter account/object code only if charge should be from an account other than the account specified for your card. An object code should be entered if purchase is for something other than a supply.**

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

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

\_\_\_\_\_  
 Accounting Signature/Date