PURCHASING CARD LOG FORM **APPENDIX A-4**

Detailed explanation must be provided for irregular purchases. After approved, submit to the office designated for record retention.

Cardholder Name:	Cycle Date: / / thru / /	Page ____ of ____

Transaction Date	Vendor Name	Items Purchased/ Purpose	Purchasing Approval	✓ Appendix for Travel	✓ Appendix for Sponsored Events	Cost
					Page Subtotal	
					CARD TOTAL	

The above purchases on the University of Wisconsin System Purchasing Card have been reviewed and reconciled. Receipts are attached in order of occurrence.

Cardholders Signature	Date Submitted	Liaison Signature	Date Approved