PURCHASING CARD LOG FORM

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 & Business 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.

Cardholder Signature	Date Submitted	Liaison Signature	Date Approved