MINNESOTA STATE COLLEGES AND UNIVERSITIES
BEMIDJI STATE UNIVERSITY & NORTHWEST TECHNICAL COLLEGE
PURCHASING CARD TRANSACTION LOG

Instructions: Record each card purchase on this log. Reconcile your monthly statement to this log. Attach original receipts for all transactions. Sign and date this log and your monthly statement. Obtain supervisor's signature of approval on transaction log and statement. Submit monthly statement, transaction log, and original receipts to Purchasing (Box 8) within 5 days of receipt of statement.

Cardholder Name: _____ **Statement Date:** _____

Date of Purchase	Vendor Name	Description of Purchase & Purpose	Transaction Amount	Cost Center

(Print additional pages if necessary.)

I verify that all of the purchases listed above are true and correct and that all charges are for legitimate university/college business purposes and as such are authorized under Minnesota State Colleges and Universities policy and Bemidji State University Purchasing Card Program Procedures.

Cardholders Signature: _____ Date: _____

Chair/Supervisor/Responsible Person Signature: _____ Date: _____