

**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 Deputy 204(#8) within 5 days of receipt of statement.

Cardholder Name: _____

Statement Date: _____

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

Cardholder Signature: _____ Date: _____

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 MnSCU and local institution policies and procedures.

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

I approve the cardholder's purchases listed above and verify that they are all for legitimate university/college business purposes and in compliance with MnSCU and local policies, unless I have made a notation to the contrary. For any items so indicated, I have addressed issues of non-compliance with the cardholder and made him/her aware of potential consequences.