REPORT LOST OR STOLEN CARDS TO BANK OF AMERICA @ (800) 538-8788

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# PURCHASING CARD LOG

| | |
|---|---|
| **CARDHOLDER NAME:** | **ENDING DATE:** |
| **CARDHOLDER TELEPHONE NUMBER:** | **WORK UNIT NAME:** |
| **SUPERVISOR NAME (Print or Type):** | **SUPERVISOR TELEPHONE NUMBER:** |

| TRANS DATE | VENDOR NAME | DESCRIPTION OF PURCHASE | TRANSACTION AMOUNT | LINE AMOUNT | Storage/Usage | Department ID | Account # |
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I certify that I have made all of the listed transactions on behalf of the Agency and that they comply with the established procedures for using the purchasing card.

CARDHOLDER SIGNATURE & DATE

I certify that I have reviewed all of the charges, invoices/receipts, and charging information for the above purchases. All charges and documentation comply with State and Agency purchasing regulations and all charging information is complete and correct.

SUPERVISOR SIGNATURE & DATE