



**Purchasing Card Log**

For Period Ending the 7<sup>th</sup> day of \_\_\_\_\_, 20 \_\_\_\_\_

Name of Cardholder \_\_\_\_\_

Last 5 Digits of Credit Card # \_\_\_\_\_

Purchase Date	Merchant Name	Amount	Description**	Receipt?

\_\_\_\_\_  
 Cardholder Signature (I verify that the above purchases are accurate and are Dixie State University expenses).

\_\_\_\_\_  
 Signature of Budget Administrator approving the purchases made  
 (If the cardholder is the budget administrator of the default index code, this is not required).

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*\*A general description is required if your receipt is not self-explanatory, i.e., Office Supplies, or Food for Student Reception, or Parts to fix 2006 Buick LeSabre. This helps your supervisor and the auditor understand what you purchased.