

WESTERN WASHINGTON UNIVERSITY
TRAVEL CARD TRANSACTIONS – LOG SHEET

The transaction log should contain all information necessary to reconcile transactions to the online data (monthly). All supporting documents (invoice, packing slips, sales receipt, charge slips, cash register slips, order forms, receiving reports, etc.) should be attached and available when requested. Any items returned should also be recorded on the log.

Dept Name	Reviewer/Account Reconciler	Calendar Period	Last 4 digits of Card No.

DATE	Employee Name	Vendor/Merchant Name	Time		Brief Description of Items Purchased/Returned
			Checked Out	Checked In	

REVIEWER/ACCOUNT RECONCILER SIGNATURE & DATE

PRINT/TYPE REVIEWER/ACCOUNT RECONCILER NAME

APPROVER SIGNATURE & DATE

TYPE/PRINT APPROVING OFFICIAL NAME