

WESTERN WASHINGTON UNIVERSITY

DEPARTMENTAL LOG SHEET – PURCHASING CARD TRANSACTIONS

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		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	

CARD CUSTODIAN SIGNATURE & DATE

CARD CUSTODIAN NAME:

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APPROVER SIGNATURE & DATE

APPROVER NAME & TITLE

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