

CORPORATE PURCHASING CARD PURCHASE LOG SHEET/APPROVAL FORM

Statement Date: _____ Index Number: _____

Cardholder: _____

Department: _____

Compliance Checklist: Have you made sure that: ✓

- Original Receipts for all items are attached to the statement or log? _____
- No Virginia sales taxes have been charged other than prepared food tax? _____
- The amount charged matches the log/receipt? _____
- Reconciliation is signed & dated by cardholder before next statement date? _____
- Reconciliation is signed & dated by reviewer/authorized approver before next statement date? _____
- Orders over your transaction limit have not been split into multiple charges? _____

Include all charges and/or credits for statement period.

Transaction #	Date	Vendor Name	Description	Amount	PCO #	Invoiced (y/n)	Account #	JV (y/n)	>\$2000 (y/n) *
				\$					
				\$					
				\$					
				\$					
				\$					
				\$					
				\$					
				\$					
				\$					
				\$					
				\$					
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				\$					
				\$					
				\$					
				\$					
				\$					
				\$					
				\$					
				\$					

* Equipment purchases greater than \$2000 must be reported to Property Management.

"I hereby certify that this is for goods and services purchased and received in accordance with all State and University regulations."

_____ (cardholder's approving signature/**date**)

_____ (reviewer/authorized approver's approving signature/**date**)

FOR DEPARTMENTAL RECORD RETENTION - DO NOT FORWARD TO ACCOUNTS PAYABLE