

## PURCHASING CARD — TRANSACTION LOG \_

Procurement Services (Month / Year) Room 200 Phillips Hall, South Campus Phone: 516-463-6701 • Fax: 516-463-4605 • PurchaseReq@hofstra.edu hofstra.edu/procurement

Please use this form each month to record all your monthly Purchasing Card transactions and document supervisor review as required by the Hofstra University Purchasing Card Policy. Cardholders are responsible for maintaining adequate documentation for all transactions. This monthly log, credit card statement(s) and original receipt(s) must be maintained for three years. The Cardholder's and Supervisor's signatures below affirm the transaction details and supporting documents were reviewed, are accurate, and comply with University Policy.

Cardholder Name:	Signature:	Date:
Supervisor Name:	Signature:	Date:
Supervisor Manie.	Signature.	Date.

Transaction Date	Supplier Name	Description of Item/Service	Transaction Amount	Received Date	Business Purpose

Note: Additional information about the Purchasing Card program is posted at Hofstra.edu/procurement