

PURCHASING CARD — MONTHLY TRANSACTION LOG

Month /	Year	
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Procurement Services

Phone: 516-463-6611 • 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 receipts(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, have a valid business purpose, and comply with University Policy.

Cardholder Name: ______ Signature: ______ Date: _____

Supervisor Name: _____ Signature: _____ Date: ____

Transaction Date	Supplier Name	Description of Item/Service	Transaction Amount	Received Date	Business Purpose (Reason For / Use of Purchase)
Date			Amount	Date	(Reason For / Osc of Furchase)

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