HOFSTRA UNIVERSITY®

PURCHASING CARD — TRANSACTION LOG

Procurement Services
Room 201 Phillips Hall, South Campus
Phone: 516-463-6613 • Fax: 516-463-4605 • PurchaseReq@hofstra.edu
hofstra.edu/procurement

66585:4/16

Please use this form to record all of your monthly Purchasing Card transactions as required by the Hofstra University Purchasing Card Policy.

Cardholder Name: _____ **Date:** _____

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