



## Agency Travel Card Log Sheet - Instructions

<b>1</b>	Enter time period for purchase log (should be around the 16th of month to the 15th of subsequent month)
<b>2</b>	Enter Cardholder's name
<b>3</b>	Copy outstanding items from prior month's log sheet over. Carry forward amounts should be entered in column G and not column H.
<b>4</b>	Purchases should be entered on purchase log as they made. For purchase where costs will be spread among multiple subobject codes, list each subobject code separately. The amount to be charged to each subobject code should be included in the description. Enter the total amount of the purchase on the last item.
<b>5</b>	Returns and credits should be posted to purchase log.
<b>6</b>	When a items appear on GE MasterCard statement, place <b>X</b> in column H. You can check the status of items posted to your account any time by logging on to the GE NetService website. Cardholder should print out monthly statement from website when statement period ends (usually 21st of each month).
<b>7</b>	Items that do not appear on the statement, should not have a total in column I. The grand total in column I should match the GE MasterCard monthly statement. When purchase log is reconciled to GE MasterCard monthly statement print out a hard copy of the purchase log.
<b>8</b>	Cardholder should attach printed GE MasterCard monthly statement and documentation supporting each item appearing on the GE MasterCard monthly statement to the printed copy of the purchase log, in the order that it appears on the purchase log. Cardholder should sign purchase log, certifying that purchase log is reconciled to monthly GE MasterCard statement and that all documentation is attached.
<b>9</b>	Supervisor should sign log sheet, certifying that the he has reviewed and approved the purchases, that the employee had included all appropriate documentation and that the log sheet is reconciled to the GE MasterCard monthly statement. Purchase log and documentation should be submitted to Program Administrator by 18th of each month.

