Agency Name	I HEREBY CERTIFY THAT ALL PURCHASES DURING THE PERIOD HAVE BEEN LISTED ON THE LOG SHEET BELOW, THAT I HAVE ATTACHED SUPPORTING DOCUMENTATION TO VERIFY PURCHASES, AND THAT THIS LOG HAS BEEN RECONCILED TO THE ATTACHED MONTHLY CHARGE CARD STATEMENT.	**Cardholder Signature**
AGENCY TRAVEL CARD LOG SHEET **Turn this form into Accounting each month, even if you did not use yourAgency Travel Card during this period.**	I HEREBY CERTIFY THAT THE EXPENSES LISTED ON THIS LOG SHEET HAVE BEEN REVIEWED AND APPROVED AS NECESSARY FOR THE CONDUCT OF BUSINESS OF THE COMMONWEALTH.	**Supervisor Signature**
Period:	**Cardholder Printed Name:**	

Cost Code	Project Code	Subobject	Date	Vendor	Description	Individual Transaction	Prior Month Purchases	Current Month	Please (x) if on Monthly Statement	
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
					Grand Total		**$0.00**	**$0.00**		**$0.00**

KEEP A COPY FOR YOUR RECORDS.