

<i>Agency Name</i>				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		
PURCHASE CARD LOG SHEET Turn this form into Accounting each month, even if you did not use your Purchase 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.