Florida Institute of Technology

PROCUREMENT CARD
TRANSACTION LOG

Appendix G

Department _____ Name _____

Department Index _____ Card Number _____

DATE	REQUESTOR CARD OUT	VENDOR NAME	DESCRIPTION OF PURCHASE	ITEM AMOUNT	TAX CHARGED/ CREDITED	INDEX	ACCOUNT NUMBER	REQUESTOR CARD IN	RECEIPTS YES/NO DUPLICATE	RECONCILED DATE

Cardholder Signature _____

Reviewer Signature _____