

Purchasing Card Monthly Log

Cardholder Name (please print)	Approver Name (please print)	Reviewer Name (please print)
Cardholder Signature Date	Approver Signature Date	Reviewer Signature Date
I hereby certify that all purchases made 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.	I hereby certify that the expenses listed on this log sheet have been reviewed and approved as necessary for the conduct of business in the Commonwealth.	Period Closing: _____ / _____ / _____

AIS Fund	AIS Dept.	AIS Campus	AIS Account	Date	Vendor	PCO #/ eVA excl.*	SWaM (x if yes)	Description	Amount	Please (x) if on Monthly Statement	Comment
Keep a copy for your records.			*PCO – Purchase card order number. Excl – eVA exclusion number.					Total:			