# Purchasing Cardholder Transaction Log

(For Recording P-Card Transactions)

**Name** __________________________      **For the Month Of** _______________

**Card # Last 4 Digits** ______________

**Dept/Office** _____________________

<table>
<thead>
<tr>
<th>Order Date</th>
<th>Requestor</th>
<th>Vendor</th>
<th>Item Description/ Business Purpose</th>
<th>Order Total</th>
<th>Fund/Org</th>
<th>Account Number</th>
<th>Date Received</th>
<th>Receipt Attached</th>
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