**PROCUREMENT CARD MONTHLY STATEMENT TRANSACTION LOG**

**Statement Cycle Period: \_\_\_\_\_\_\_, 4, 20\_\_\_\_ through\_\_\_\_\_\_\_\_, 3, 20\_\_\_\_**

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| **Cardholder Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Default Funding Source:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Transaction Date** | **Vendor** | **Amount**  | **Funding Source** | **Business Justification** | **Vendor on Hold?**  |
|  |  |  |  |  | ** Yes  No** |
|  |  |  |  |  | ** Yes  No** |
|  |  |  |  |  | ** Yes  No** |
|  |  |  |  |  | ** Yes  No** |
|  |  |  |  |  | ** Yes  No** |
|  |  |  |  |  | ** Yes  No** |
|  |  |  |  |  | ** Yes  No** |
|  |  |  |  |  | ** Yes  No** |
|  |  |  |  |  | ** Yes  No** |
|  |  |  |  |  | ** Yes  No** |
|  |  |  |  |  | ** Yes  No** |
|  |  |  |  |  | ** Yes  No** |
|  |  |  |  |  | ** Yes  No** |

*We acknowledge that all transactions are business-related, and authorized by the department. We have obtained any necessary approvals to utilize the funding source(s) listed above. These transactions will also be reconciled and approved electronically.*

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| **Cardholder Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Pro Card Reconciler Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Pro Card Approver Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Revised: 9/1/2018