UNLV Purchasing Card Program Transaction Log

Cardholder Name: _____ Department: _____ Phone Number: _____

Card Number: (last four digits) _____ Cycle Period: From: _____ to _____ Page: _____

Trans No.	Date	Acct. No.	Cardholder Reference	Vendor Name	Description	Total Cost	Grant	Host

This transaction log is provided to help Cardholders keep track of their transactions during the month. Logging your transactions immediately after being made will assist the Cardholder remember information during the end of month reconciliation process. This transaction log maybe attached along with, all receipts, and approval forms to the Cardholder's statement of account document.

Transaction Log Description:

This Transaction log is a tool that may be used by Cardholders to help record information during the month to assist them at the end of the cycle when doing their reconciliation. It is not a mandatory requirement. (The Statement of Account report is mandatory including supervisory review of the Statement of Accounts.)
(As a suggestion, each log may be affixed to a separate envelope, so that receipts may be easily retained.)

Transaction Log Instruction:

Cardholder Name: Name of the Cardholder or Purchasing Card Liaison
- This should match the name placed on the Cardholder Account Form -

Department: Department issued this PCard

Phone Number: Department number where the Cardholder may be reached

Card Number: Number printed on the PCard
- You may enter just the last four numbers, for security purposes –(You may leave it blank)

Cycle Period: Dates that correspond to the open billing cycle (mm/dd/yy)
- Generally the 26th to the 25th -

Page: To be used if multiple pages are needed for a given cycle

Trans No: You must sequentially number each transaction
- Begin with number "1" each cycle -

Date: The date that this purchase was made
- This should match the date on the receipt -

Acct. No: The UNLV account number (or numbers) used for each transaction

Cardholder Reference: Your department's internal tracking information or reference
- It is not necessary that you have one -

Vendor Name: The vendor where this purchase was made

Description: Detailed description of the purchase made
- Use a category if multiple items were purchased, but list each category -

Total Cost: Cost associated with each transaction
- If multiple accounts are used for payment, indicate partial costs and the total -

Grant: Used to indicate whether or not this expense falls under a grant account

Host: Used to indicate whether or not this expense falls under a host account
- You must attach a host approval form for each transaction of this type -

Transaction Log Example:

Trans No.	Date	Acct. No.	Cardholder Reference	Vendor Name	Description	Total Cost	Grant	Host
1	7/24/03	2101-123-4567-30-44	Dr. X	Software Spectrum	Adobe Acrobat	15.00		
1	"	2330-123-4567-30-44	Dr. Y	"	"	15.00	X	
					Total	30.00		
2	7/25/03	2220-555-1212-30-32	12345	Borders Books	Various Reference Books	55.25		X
…	…	…	…	…	…	…		