

## UNLV Procurement Card Program Transaction Log

Cardholder Name: \_\_\_\_\_ Department: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Card Number: \_\_\_\_\_ 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 help the cardholder remember important information during the reconciliation process. If used, the transaction log may be attached along with, all itemized receipts and supporting documentation to the Cardholder's monthly Statement of Account.**