

Month Billing Cycle: _____
 Dept. Name: _____
 Cardholder Name: _____
 VISA No. (last 5 digits only) _____
 ChartString No. _____

UMBC PURCHASING CARD PROGRAM CARDHOLDER TRANSACTION LOG

ALL COLUMNS MUST BE COMPLETED

| Order Date | Authorization For Purchase (Supervisor Initials)* | Vendor/Contact Name/Phone No. | Item(s) Quantity/Description | Total Cost/ Refund | Reallocation/ChartString | Date Received Initials | Proper Documentation Enclosed (see reverse side) | Reconciled to Bank Statement Dated |
|------------|---|-------------------------------|---------------------------------|--------------------|--|------------------------|--|------------------------------------|
| 2019 | J.S. | AJ | Memo pads, paper clips, folders | 100 | Fund 1 2 8 4 / Dept. 3 2 8 7 0 / Prog Fin. 0 1 1 / Account Number 1 2 3 4 5 6 7 Project C V 4 4 4 6 5 8 / Activity Code 1 2 3 4 5 6 7 8 / Resource Type 1 2 3 4 5 | 2019 J.S. | ✓ | 2019 |
| | | | | | Fund / Dept. / Prog Fin. / Account Number / Resource Type | | | ** /25/ |
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NOTE: All purchases and credits must be recorded on this Transaction Log. By initialing and dating this log, the Cardholder and Supervisor or approved designee certify that the purchases above 1) are reasonable and appropriate for their using department, 2) match the corresponding VISA statement and 3) comply with the current UMBC and Maryland State purchasing card regulations, policies and procedures. Original receipts to document each transaction are attached/included.
 *Or person other than cardholder's supervisor of card (e.g., faculty member, Dean, Director, Department Head or Supervisor or approved designee).
 **May be the 26th or 27th due to weekend/holiday.

Signature: _____ Date _____
 Cardholder _____
 Review/Approval - Supervisor _____ Date _____
 (or next higher/approved designee) (Must be completed within 30 days after the end of the billing cycle.)
SEE BACK OF ENVELOPE FOR CHECKLIST

Did You Remember To...

- Obtain supervisory approval for all purchases?
- Sign and date gold envelope (cardholder & supervisor) within 30 days of closing of the billing cycle?
- Put required documentation in the gold envelope?
(Receipt/packing slip/paid invoice/hotel receipt/internet confirmation order)
- Put monthly VISA statement in the gold envelope?
- Put required PeopleSoft Report for all chartstrings in gold envelope?
- Enclose copy of the Inventory Addition Form for purchases of sensitive equipment that was faxed to Inventory Control? (if applicable)
- Enclose copy of US Bank Dispute form (if applicable)?
- Enclose copy of P-card Maintenance form (if applicable)?
- Enclose copy of P-card Supervisor Maintenance Request form (if applicable)?
- Enclose copy of Missing Receipt form (if applicable)?

NOTE: All gold envelopes and p-cards are to be secured in a locked area in the department where only the authorized department personnel have access.