UVU PROCUREMENT & CONTRACT SERVICES
UTAH VALLEY UNIVERSITY

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| **Name of Cardholder (as it appears on card):** |
| **Supervisor:** |
| **Card # (Last 4):** |
| **Statement Month:** |

# PURCHASING CARD TRANSACTION LOG

| Purchase Date | Vendor Name | Description and Business Purpose of Purchase | Dollar Amount | Itemized Receipt | Authorization (If applicable) |
|---|---|---|---|---|---|
| | | | | ☐ | ☐ |
| | | | | ☐ | ☐ |
| | | | | ☐ | ☐ |
| | | | | ☐ | ☐ |
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Remarks/Exceptions:

| | |
|---|---|
| Signature of Cardholder (Signed in Ink): | Date: |
| Signature of Approving Supervisor (Signed in Ink): | Date: |