St. Mary's College of Maryland Purchasing Card Activity Log

Cardholder Name:			Function # on card:	110-	Month:			
Order Date	Vendor	Description	Del. Date	Total \$ Amount	Budget To Be Charged:			
			Del. Date		Fund	Function	Object	Subfund
			Page 1 Subtotal	_		I	1	
All Purchases and credits must be recorded on the Activity Log. When the Monthly Bank			Page 2 Subtotal					
Statement is received, each charge/credit is to be verified with the Activity Log. The cardholder's immediate supervisor must review the Activity Log and Monthly Bank Statement.			Total Charges for Month	-				
To documen	at this review, the reviewer is to sign and date the original receipts. Activity Log, and Month	he Activity Log and the Monthly Bank						

e original receipts, Activity Log, and Monthly Bank Statement are j the Purchasing Card Program Administrator for retention.

For Business Office Use:

Cardholder Signature/Date Reconciled

Agency Fiscal Officer Review Signature/Date

Credit Object:70500

Budget Manager Signature/Review Date