



### *P Card Transaction Log Sheet*

Cardholder Name \_\_\_\_\_ Last 4 Digits of Card Number \_\_\_\_\_ Default Account/Sub-account Number \_\_\_\_\_

<b>Order Date</b>	<b>Supplier</b>	<b>Description</b>	<b>Price</b>	<b>Account/ Sub-account Change</b>	<b>Notes</b>	<b>Received Date</b>	<b>Cycle Report Date</b>