UNM PURCHASING CARD

CARDHOLDER TRANSACTION LOG

Cardholder Name: _____ **Default Index & Account Code:** _____

Department: _____ **Org Code:** _____

PCard Statement Date: _____

Date	Vendor	Item Description	Business Purpose	Amount	Requestor	Date Received	*Index & Acct Code	DZ# for airline tickets or LoboMart Req #
				$0.00				

*If the transaction has been reallocated and/or split, each Account Number including split amounts must be documented. **A transaction cannot be split among more than 10 Account Numbers.**

I certify that all transactions included in this Log comply with the Cardholder Agreement, UNM Policies and Procedures, and have been reconciled to the bank statement.

I certify that all transactions included in this Log have been paid by UNM P-Card and will not be submitted for reimbursement by UNM or any other entity.

I certify that all Chemicals have been recorded in the ICID (Interactive Chemical Inventory Database) System. Safety Risk Services http://risk.unm.edu/chemical/icid/

_____ _____ _____

Cardholder Signature Date | Dean, Director/Dept Head Signature Date | Reconciler's Signature Date