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 # |
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*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