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 & Account Code	DP-EZ Code for airline tickets or LoboMart Req #

*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 Index/Account Numbers.**

I certify that the information contained on this Log complies with the Cardholder Agreement and Purchasing Card Policies and Procedures.

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