



## RESEARCH FOUNDATION CUNY PURCHASING CARD TRANSACTION LOG

Card Holder \_\_\_\_\_ P-Card Account # \_\_\_\_\_

PRSY # \_\_\_\_\_ Project Admin. \_\_\_\_\_

Transaction Date	Vendor Name	Amt Per Itemized Invoice/Receipt	Item Description	Expense Code	Travel Destination	Explanation of Travel Dates/Agenda/Purpose/Meeting/Conference	Meeting Attendee List
<b>Total</b>							

If using more than one form in a month, please do not total individual sheets, place grand total of all sheets on last form. All invoices/receipts must be itemized including receipts for supplies, food, business meals. If charge is for transportation, a completed Travel Expense form must accompany this log.