



# Granite School District Purchasing Card Log

<b>Card Holder Name:</b>	
<b>Card Number:</b>	
<b>Department \ Location:</b>	
<b>Phone Number:</b>	
<b>For the Billing Cycle Ending:</b>	

#	Date of Purchase	Supplier	Description of What Was Purchased	\$ Purchase Amount	COMMENTS / ACCOUNT TO CHARGE <small>(If purchases should be charged to an account other than the card default account, indicate in this column the account number to charge.)</small>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

1. Reconcile each line item on this log to the US Bank statement .
2. Attach 1) original receipts, and 2) US Bank statement, to this Log.
3. Submit this Log and attachments to your supervisor for review and signature.
4. After obtaining supervisor's signature, submit this Log, attached receipts, and the US Bank statement to Accounts Payable by the 25th of the month.

**Log Total:**     \$

**Statement Total:**    

These two amounts must agree. If not, explain why in the "comment" column for each line item with a discrepancy.

Audit by A/P: \_\_\_\_\_  
Date: \_\_\_\_\_

<b>Employee Signature:</b> _____	<b>Date</b>	<b>Supervisor Signature:</b> _____	<b>Date:</b>
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