

Name \_\_\_\_\_ Account \_\_\_\_\_

Reconciler \_\_\_\_\_ Date \_\_\_\_\_ Approved by \_\_\_\_\_ Date \_\_\_\_\_

Weber State University Purchasing Card Transaction Log					
	Date	Supplier	Description	Amount	Reallocate to Acct. #
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

**The log must be reconciled against the attached receipts and the monthly statement.**  
This log, receipts, and statement must be retained for four (4) years from fiscal year-end.