



OFFICE OF THE COMPTROLLER

COMMONWEALTH OF MASSACHUSETTS PROCUREMENT CARD (P-CARD) TRANSACTION LOG

Period From	To
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Cardholder Name	Department	
Last Four Digits of Card Number	Phone	Email
Credit Limit	Manager's Name	

State the reason for purchase on the receipt. Enclose all receipts, monthly statement, and the reconciliation. Complete, and send to your approving supervisor by _____ to ensure timely payment.

#	Date	Vendor	Type of Purchase	Total Purchase Price	Available Balance	Posted on Statement Dated
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
LOG TOTALS						

Statement Totals	Difference Should be posted by Bank of America to other months. If not, explain:
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Cardholder's Signature	Date	Manager's Signature	Date
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