

PURCHASING CARD TRANSACTION LOG

Month of:

Card Holder Name: _____

Court Location: _____

Court Executive: _____

						shipping or			
No	Date	Merchant	Item Purchased	Items Cost	Extra fees	Grand Total	Unit	APP	OBJ
1	4/10/2018	Best Western - Salt Lake	Hotel Room/John Doe - AOC Comm Mtg	\$ 90.00		\$ 90.00	2410	BAH	6006
2		Best Western - Salt Lake	Hotel Tax for John Doe		\$ 5.89	\$ 5.89	2410	BAH	6297
3	4/11/2018	Amazon	Varidesk for Joe Smith	\$ 395.00	\$ 21.95	\$ 416.95	2410	BAH	6187
4						\$ -			
5						\$ -			
6						\$ -			
7						\$ -			
8						\$ -			
9						\$ -			
10						\$ -			
11						\$ -			
12						\$ -			
13						\$ -			
14						\$ -			
15						\$ -			
16						\$ -			
17						\$ -			
18						\$ -			

(please input amount from bank statement) Statement Total \$ \$ 512.84 Log Total (autofill formula)

Card Holder Signature & Date: _____

Approval Signature & Date: _____