

**Research Foundation CUNY
Purchasing Card Transaction Log**

Card Holder:

P-Card Acct#:

PRSY#:

Project Administrator:

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

**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.**