PURCHASING CARD LOG

PCL, Form A

Date of Original Trans.	*Date Rec'd or Date of Credit*	*Vendor Name*	*Vendor Identification Number (9)*	*Type of Trans-action**	*Trans-action Amount*	*Purchase Order No. (7 a/n)*	*Description of Item by Obj. Code (6)*	*Transact. Number (7 A/N)*

Comments, Credit Cancellation No., Transaction Details:

* D=Direct purchase, I=Indirect purchase by mail/phone order (requires comment), C=credit, O=Other (explain in comments)

3rd Approval Level Signature_____ Date:_____

GROUP NUMBER_____

Save As **Reset/Clear Form**