

NMT PURCHASING CARD

CARDHOLDER TRANSACTION LOG

Cardholder Name:		Default Index & Account Codes:	
Department:		Org Code:	
		PCard Statement Date:	

Date Charged	Vendor	Item Description	Business Purpose	Amount	Requestor	Date Received	Index Code	Acct Code	If purchase attaches to or increases value of an inventory item, note Property # Dept room #
				\$0.00					

If the transaction has been reallocated and/or split, each Account Number including split amounts must be documented.

I certify that all transactions included in this Log comply with the Cardholder Agreement, NMT Policies and Procedures, and have been reconciled to the bank statement.

I certify that all transactions included in this Log have been paid by NMT P-Card and will not be submitted for reimbursement by NMT or any other entity.

Cardholder's Signature _____	Date _____	Approver's Signature _____	Date _____
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