# UL LAFAYETTE LACARTE PURCHASING/TRAVEL CARD LOG

**Cardholder's NAME:**_____ **Credit Card No(last 4 digits)**_____

**Cardholder's DEPT:**_____ **Date of Statement**_____ **Page___of___**

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|---|---|---|---|---|---|---|---|---|---|
| **PURCHASE DATE** | **RECEIVED DATE** | **VENDOR NAME** | **TRANSACTION DESCRIPTION** | **PURPOSE OF TRANSACTION** | **Fund** | **Org** | **Account** | **Program** | **AMOUNT** |
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| **TRANS. DATE** | **POSTED DATE** | **VENDOR NAME** | **TRANSACTION DESCRIPTION** | **TRAVEL REQUEST NUMBER** | **Fund** | **Org** | **Account** | **Program** | **AMOUNT** |
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**Note: Top section is for general purchases, bottom section is for travel expenses. Original receipts must be attached.** **LOG TOTAL:** $ 0.00

**APPROVAL SIGNATURES**

**Cardholder:**_____**Date:**_____ **Comptroller:**_____**Date:**_____

**Supervisor:**_____**Date:**_____ **Purchasing:**_____**Date:**_____