

ORDER LOG

RECORD OF PROCUREMENT CREDIT CARD ORDERS

1. FOR PERIOD (Enter beginning and ending date)

FROM _____ TO _____

PAGE _____ OF _____
PAGE(S)

INSTRUCTIONS: Use this form to document orders that will be paid for using the Procurement Credit Card. Reconcile the information on this form with your monthly billing statement, sign and date the form, and submit with the billing statement to the approving official.

2. NAME OF CARDHOLDER (As it appears on card)

3. AGENCY/DEPARTMENT

_____/_____

4. DATE	5. VENDORS NAME	6. DESCRIPTION OF MERCHANDISE	ORDERED					RECEIVED		
			7. QTY	8. UNIT PRICE	9. MERCH. COST (SUBTOTAL)	10. SALES TAX	11. FREIGHT	12. TOTAL PRICE	13. REQUESTED DISCOUNT Y/N	14. AMOUNT BILLED

15. REMARKS (List here account code(s) for items(s) purchased above.)