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Virginia Commonwealth University

CORPORATE PURCHASING CARD PURCHASE LOG SHEET/APPROVAL FORM

Statement Date: _____ Index Number: _____

Cardholder: _____

Department: _____

Compliance Checklist: Have you made sure that: ✓

- Original Receipts for all items are attached to the statement or log? ____
- No Virginia sales taxes have been charged other than prepared food tax? ____
- The amount charged matches the log/receipt? ____
- Reconciliation is signed & dated by cardholder before next statement date? ____
- Reconciliation is signed & dated by reviewer/authorized approver before next statement date? ____
- Orders over your transaction limit have not been split into multiple charges? ____

Include all charges and/or credits for statement period.

Transaction #	Date	Vendor Name	Description	Amount	PCO #	Invoiced (y/n)	Account #	JV (y/n)	>$2000 (y/n) *
				$					
				$					
				$					
				$					
				$					
				$					
				$					
				$					
				$					
				$					
				$					
				$					
				$					
				$					
				$					
				$					

* Equipment purchases greater than $2000 must be reported to Property Management.

"I hereby certify that this is for goods and services purchased and received in accordance with all State and University regulations."

(cardholder's approving signature/**date**)

(reviewer/authorized approver's approving signature/**date**)

FOR DEPARTMENTAL RECORD RETENTION - DO NOT FORWARD TO ACCOUNTS PAYABLE