

Credit Card Transaction Log



Cardholder: _____

Card Number (last 4): _____

Dates Covered: _____

Date	Vendor	Business Purpose	Amount	Line Item (G/L Account)	Fund (Class)	✓

Cardholder Signature: _____

Date: _____

Supervising Agent Signature (if necessary): _____

Date: _____

Fiscal Contact Signature: _____

Date: _____

Credit Card Transaction Log Instructions

This form may be used in lieu of the Payment Voucher for recording individual receipts tied to a county credit card. The use of this form is optional and a county may opt to continue to utilize a Payment Voucher for each receipt. The original receipt(s) must be attached to the form. The form is designed to allow grouping of receipts that would be tied to one credit card billing cycle. This log and its accompanying receipts would be included with a payment voucher and the actual credit card bill at the end of a billing cycle. At certain times of the year, it may be prudent to submit this form on a weekly basis to ensure financial reports are as accurate as possible. Keep in mind, credit card payments must always be made before their associated due date to avoid late fees and interest charges.

Complete each section as follows:

1. **Cardholder:** The name of the staff member tied to the credit account should be listed here. For any accounts not associated to a specific staff member, the cards custodian should complete the form.
2. **Card Number (last 4):** The last four digits of the card should be noted here to identify the card.
3. **Dates Covered:** The date range covered for all the attached receipts should be listed.
4. **Date:** Enter the date of purchase.
5. **Vendor:** Enter the name of the vendor where the purchase was made (e.g. Wal-Mart, Lowe's, etc.).
6. **Business Purpose:** Enter a brief description justifying the need for the purchase to explain how the goods/services will be used in Extension. The business purpose should describe how the expenditure was necessary, reasonable and appropriate for the office.
7. **Amount:** Enter the amount of the purchase (total amount shown on receipt).
8. **Line Item (G/L Account):** Enter the correct information to allow the amount to be coded to its specific Line Item (G/L Account).
9. **Fund (Class):** Enter the correct information to allow the transaction to be coded to its specific Fund (Class)
10. **Check Section:** The check section allows a location to verify the corresponding line is completed correctly and the associated receipt is included.

Approval Signatures Section:

1. **Cardholder Signature:** Signature of the individual responsible for the card (cardholder).
2. **Supervising Agent Signature:** Signature of the supervising agent for credit cards maintained by a program assistant (if applicable).
3. **Fiscal Contact Signature:** Signature of the fiscal contact for the office.