

## 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.)