STATE OF MARYLAND - CORPORATE PURCHASING CARD PROGRAM - CARDHOLDER ACTIVITY LOG

MONTH: ____________________ **ACCOUNT NUMBER #:** ____________________ **OBJ/SUB OBJ:** ________________

LAST 4 DIGITS ONLY

CARDHOLDER NAME: ____ **DEFAULT PCA:** ________________

ORDER DATE	VENDOR NAME CASE SERVICES VENDOR #	DESCRIPTION	SERVICE CODE	SITE	FUND CODE	CLIENT NAME & CASE ID #	COST/ CREDIT	DELIVERY COST	AWARE AUTH PO #	TOTAL TRANS AMOUNT	DEL DATE
										0.00	
										0.00	
										0.00	
										0.00	
										0.00	
										0.00	
										0.00	
										0.00	
										0.00	
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										0.00	
										0.00	

CARDHOLDER NAME: ______________________________

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										0.00	
										0.00	
										0.00	
										0.00	
										0.00	

TOTAL: 0.00

The Activity Log is the key to managing and controlling the Purchasing Card Program. All purchases and credits must be recorded on the Activity Log. When the monthly memo Bank statement is received, each charge/credit Is to be verified with the Activity Log. The cardholder's Immediate supervisor must review the Activity Log and memo Bank statement. To Document this review, the reviewer Is to sign and date the Activity Log and the monthly memo Bank statement. The original documentation, Activity Log and memo Bank statement are forwarded to the agency fiscal officer or designee for retention.

______________________________ CARDHOLDER SIGNATURE & DATE

______________________________ CARDHOLDER MANAGER REVIEW SIGNATURE & DATE

______________________________ AGENCY FISCAL OFFICER REVIEW SIGNATURE & DATE