

**Oklahoma State University
Transaction Log**

Cardholder Name: _____ Acct No: _____ Statement Period of: _____

Transaction No.	Order Date	Vendor	Description of Purchase	Total Transaction Amount	Account No.	Subcode	Reconcile to Bank Statement
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
TOTAL				\$			

***REMINDER - PLEASE KEEP ALL RECEIPTS!**

Cardholder Signature: _____ Approver Signature: _____

***Keep all receipts and other documentation to reconcile with Transaction Log; and provide to your approving official.**