

SMALL PURCHASE CHARGE CARD LOG SHEET (Ver. 5/19)

Department/Agency Name			Period	Cardholder Name	Submit this form to Finance by the 15th of each month with all original supporting documentation and required signatures.
Org Code	Object Code	Purchase Date	Vendor Name	Description of Purchase	Charge (Credit) Amount
GRAND TOTAL					
I certify this Purchase Card log is true and correct to the best of my knowledge and that all expenditures were made in the discharge of official duties.		I certify that the expenses listed have been reviewed and approved as necessary for the conduct of business of Fluvanna County.		I approve submission of this Purchase Card log to Finance for final review and processing.	Review and approval for payment.
Cardholder Signature and Date		Supervisor/Dept Head Signature and Date		Approving Official Signature and Date	Finance Office Signature and Date

Small Purchase Charge Card Log Sheet Instructions

1	Enter the Department/Agency name
2	Enter time period for purchase log (Should be from the 1st through the last day of the previous month)
3	Enter the Cardholder's name
4	Purchases should be entered on log sheet as they are made. For purchases where costs will be spread across multiple organizations and/or object codes, please break out the costs separately so that the appropriate organizations and/or object codes are charged correctly.
5	Returns and credits should be posted to purchase log.
6	When an item appears on the monthly card statement, that item shall be included on the log sheet.
7	Items that do not appear on the monthly statement should not be included. The grand total on the log sheet should match the monthly statement when the log sheet and the monthly statement are reconciled.
8	The Cardholder should attach the monthly statement and documentation supporting each item appearing on the monthly statement to the printed copy of the purchase log in the order that it appears on the monthly statement. The Cardholder shall sign the purchase card log sheet, certifying that log sheet is reconciled to monthly statement and that all documentation is attached.
9	The Supervisor / Department Head must sign the log sheet to certify that he/she has reviewed and approved the purchases.
10	The Approving Official must sign the log sheet.
11	Finance reviews the log sheet and authorizes payment.