

CAL-CARD PURCHASE LOG

Los Angeles Community College District

Instructions: Keep all receipts. Attach to the Purchase Log. Submit Purchase Log with receipts to the Approving Official with the Cardholder's Statement of Account. Page ____ of ____

Cardholder _____ College/D.O. _____ Month/Year _____

Title _____ Account No. _____ Approving Official _____

Date	Item No.	Description	Merchant Name	Method (phone, Internet)	Transaction Amount	Delivery Date	Comments
Total							

I verify that all of the above-listed purchases were made for District business within the Purchasing Policies and Procedures.

Cardholder Signature

Date

Approving Official

Date