

# PROCARD ACTIVITY LOG

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Charges for the billing period: \_\_\_\_\_ (month & year)

Procard # \_\_\_\_\_

Reconciled By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Order Date	Vendor/Contract/Phone #	Quantity/Description	Charges (Or Refunds)	Acct. # / Object Code	Date Merchandise Received	*

\* Reconciler to check as charges are verified with statements and receipts.