

TEXAS STATE UNIVERSITY

PROCUREMENT CARD (P-CARD) CYCLE TRANSACTION LOG (to be completed by the Cardholder/Custodian)

This is the official P-Card Log form and must be used by all cardholders/custodians unless using the statement.

*For purchases of \$500 or more, verify vendor hold status PRIOR TO PURCHASE using T-Code ZHOLDCK in SAP, whether you are using this log or the statement. RETAIN a screenshot of the search and other supporting documents and attach to this log or the statement. Check the appropriate Yes or N/A box next to the transaction. Purchasing from a vendor who is on hold by the State may result in P-Card suspension and/or cancellation.

Statement Cycle Month: _____, 6, 20____ through _____, 5, 20____

Last 4 digits of the P-Card: _____

Cardholder/Custodian Name: _____

Total Cycle Transactions: 0

Department: _____

Default Funding: _____
Cost Center Fund Grant/Internal Order

PURCHASES

Transaction Date: _____ Vendor: _____ Amount: _____

Description of Item Purchased: _____ Receipt Verification By: _____

Business Purpose: _____ Vendor on Hold Check: ☐ Yes ☐ N/A

Transaction Date: _____ Vendor: _____ Amount: _____

Description of Item Purchased: _____ Receipt Verification By: _____

Business Purpose: _____ Vendor on Hold Check: ☐ Yes ☐ N/A

Transaction Date: _____ Vendor: _____ Amount: _____

Description of Item Purchased: _____ Receipt Verification By: _____

Business Purpose: _____ Vendor on Hold Check: ☐ Yes ☐ N/A

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Description of Item Purchased: _____ Receipt Verification By: _____

Business Purpose: _____ Vendor on Hold Check: ☐ Yes ☐ N/A

Continuation Page

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Business Purpose: _____ Vendor on Hold Check: ☐ Yes ☐ N/A

I acknowledge that all transactions are business-related and authorized by the account manager. We have obtained all necessary approvals to utilize the funding source listed above.

Cardholder/Custodian Signature: _____

Date: _____

Account Manager/Designee Signature: _____

Date: _____