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: $ 0.00

Department: ____

Default Funding: __________________ __________________ __________________
Cost Center Fund Grant/Internal Order

PURHASES

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

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

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

Transaction Date: ________________ Vendor: ____ Amount: ____________

Description of Item Purchased: ____ Receipt Verification By: ____________

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

Continuation Page

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

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

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: ________________________