

REPORT LOST OR STOLEN CARDS TO BANK OF AMERICA @ (1-888-449-2273) and DOAS (e-mail to ProcessImprovement@DOAS.GA.GOV) within 24 hours of discovering loss, theft, or fraudulent use. The cardholder's Approving Official and the GSU P-Card Administrator must also be notified.

PURCHASING CARD ACTIVITY LOG

Cardholder Name:					Single Transaction Limit:			Statement Ending Date:	
Department Name:				Speedtype Assigned to Card: Fund Code Assigned to Card:		Card # (last 8 digits only):			
Supervisor Name: (Print or Type):					Supervisor Telephone Number:				
TRANS DATE	VENDOR NAME	QTY AND DESCRIPTION OF PURCHASE (What was purchased?)	TOTAL AMOUNT (including freight)	Was Sales Tax Paid? (Y/N)	If sales tax was charged to your PCard, attach refund documentation or evidence of any attempt(s) to obtain refund	Sponsored Projects & Title	Was this purchase unplanned, non-routine, or urgent? If so, provide explanation below and/or attach	Business Purpose (why was the purchase made?)	

I certify that I have made all of the listed transactions on behalf of the University and that they comply with the established procedures for using the purchasing card.

I certify that I have reviewed all of the charges, invoices/receipts, and charging information for the above purchases. All charges and documentation comply with State and GSU purchasing regulations and all charging information is complete and correct.

CARDHOLDER SIGNATURE & DATE

SUPERVISOR SIGNATURE & DATE