



STATE OF MISSOURI
 OFFICE OF ADMINISTRATION
CARDHOLDER PURCHASING CARD TRANSACTION LOG

PURCHASE DATE	REQUESTED BY	VENDOR NAME	DESCRIPTION OF ITEMS PURCHASED	TOTAL PURCHASE AMOUNT	*BACKUP DOCUMENTATION ATTACHED	ORDER RECEIVED COMPLETED (C) PARTIAL (P)	DATE RECEIVED
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TOTAL PURCHASE AMOUNT				\$	-		

APPROVAL

I certify that the above charges are accurate and complete, are for official State business, and are in accordance with all State and department purchasing and payment regulations.

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Cardholder Signature

Date

I certify that I have reviewed the above transaction log and the charges are accurate and complete, are for official State business, and are in accordance with all State and department purchasing and payment regulations.

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Division Purchasing Card Coordinator Signature

Date

*Backup documentation consists of credit card slips, cash register receipts, sales receipts, packing slips, etc.