# McGill University
## Procurement Card Transaction Log

McGill University Procurement Card Policies and Procedures recommend that a transaction be entered in the log each time a purchase is made using the University Procurement Card. This log will assist Cardholders and Departmental Pcard Administrators in reconciling transactions. Receipts can be stored in the Procurement Card Documentation Envelope. The Documentation Envelopes and the Transaction Logs, including all the purchase receipts, must be kept for seven (7) years.

Cardholder Name: _____     Department/Unit: _____     Month/Year: _____

| Item No. | Transaction/ Credit Date | Vendor Name | Brief Description of Products/Services | Total $ Amount | Expected Delivery Date | Check (√) if Received | Dispute Y/N | MOPS Approval Date | MOPS Audit Number * | Receipt Enclosed (√) |
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*This audit number appears on Banner Statement of Accounts under the Reference number field.

**Please provide at minimum one signature:**

Cardholder Name: _____     Signature: _____     Date: _____

Departmental Pcard Administrator Name, if any: _____     Signature: _____     Date: _____