

**Purchase Log Example
Pre-Printed Form**

8/2/04 JOHNSON Amazon.com \$73.25

| Purchase Date | Requestor | Merchant/Vendor | Amount |
|---------------|-----------|-----------------|--------|
|---------------|-----------|-----------------|--------|

- 1 HOW THE WEST WAS WON (1) \$9.95
- 2 CALIFORNIA TODAY (2) \$10.00 EACH
- 3 WINES OF CALIFORNIA (1) \$43.30
- 4 _____
- 5 _____
- 6 FREE SHIPPING
- 7 NO TAX
- 8 _____

| Purchasing Card TOTAL PAYMENT | Posted Date US Bank Statement | Credit Due | Bank Dispute | OK |
|----------------------------------|----------------------------------|---------------|-----------------|----|
| \$73.25 | AUG 26, 04 | | | ✓ |

8/16/04 PEARSON ACE HARDWARE \$96.23

| Purchase Date | Requestor | Merchant/Vendor | Amount |
|---------------|-----------|-----------------|--------|
|---------------|-----------|-----------------|--------|

- 1 Misc. PIECES OF LUMBER \$89.31
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 Pick-up
- 7 CA TAX \$6.92
- 8 _____

| Purchasing Card TOTAL PAYMENT | Posted Date US Bank Statement | Credit Due | Bank Dispute | OK |
|----------------------------------|----------------------------------|---------------|-----------------|----|
| \$96.23 | AUG 26, 04 | | | ✓ |