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| **APPENDIX A-4** |
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| **PURCHASING CARD LOG** |
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| **After approved, submit to the office designated for record retention.** |
| Cardholder Name:  | Cycle Date: |  |
|  | **/** | **/** |  | thru | **/** | **/** |  | Page \_\_\_\_ of \_\_\_\_ |
| Transaction Date | Vendor Name | Items Purchased/Purpose | Cost | ✓ Charges on this period’s statement |
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| **Page Subtotal** |  |  |
| **CARD TOTAL** |  |

 **The above purchases on the University of Wisconsin System Purchasing Card have been reviewed and reconciled. Receipts are attached in order of occurrence.**

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|  | Cardholder signature |  | Date submitted |  | Approved by |  | Date approved |