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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: | | | | | | |  | | | |
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| 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 |