

# TEXAS A&M UNIVERSITY-COMMERCE

## Purchasing Card Internal Order Transaction Log

Card Number: \_\_\_\_\_  
(FAMIS Account & Support Account)

Department Approval \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Statement Closing Date: \_\_\_\_\_

Transaction Date	Cross Ref #	Vendor Name Vendor # *	Commodity Code *	Description	Amount	Date Received	Moved To Account	Date Reconciled/ By Whom
	1							
	2							
	3							
	4							
	5							
	6							
	7							
	8							
	9							
	10							
	11							
	12							
	13							

\* Required on State Accounts