Purchasing Card Transactions Log Sheet

Date Submitted:_____

Submit form with scanned receipts biweekly to CNR Fiscal at: cnrfiscal@uidaho.edu

Employee:	**V-Number:**	**Last 4-Digits Pcard:**

updated 12/23/20 klj

Date	Vendor	What did you purchase?	Amount	Index # (this is a 6 digit #)	Activity Code (if applicable)	Grant? Y/N	How does this purchase relate to your scope of work?