SUNY Canton

Cardholder:

Due Date

(7 days from SUNY email)

Purchasing Log

Stmt Date

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Date Ordered	Vendor	Description	Total Payment (CC stmt amt)	Date Received	Account Number(s)	Amount Per Account Number
3/12/15	Staples	Office Supplies	\$23.76	3/14/15	123456-99	\$10.00
					654321-00	\$13.76

^{*}PLEASE BE SURE THAT NONE OF THE ABOVE TRANSACTIONS ARE BEING CHARGED SALES TAX.*

Cardholder's Certification:

I certify that all transactions identified above and those on the attached credit card statement are correct and just, that payment is approved, and that the goods or services furnished were for the performance of official duties of this cardholder.

Cardholder's Signature	Date
Supervisor's Signature	Date

Submit Purchasing Log & backup documentation to the Purchasing Office, French Hall Room 200, via campus mail.