Johns Hopkins University
Procurement Card Monthly Transaction Log

Cardholder _____ Card No: _____

Transactions dated from _____ to _____

Date	Vendor	Description	Cost Center/GL Acct.	Amount

This is an example of a log for purchases made by a Cardholder.
One suggested filing method is to staple or print this log on 9” by 12” manila envelopes.

Clear Form