

MT. PLEASANT PUBLIC SCHOOLS SCHOOL BOARD

MONTHLY TRANSACTION LOG

(Attach to this form monthly memo statement and all receipts, packing slips, invoice copies, etc.)

Cardholder _____ Department _____ Period Ending _____ Page _____

ORDER DATE	VENDOR	ITEM DESCRIPTION	COST	FREIGHT	TOTAL COST	ACCOUNT NUMBER

GRAND TOTAL =====

I certify that the above listed items have been purchased by me for the sole and exclusive use of the Mt. Pleasant Public Schools School. I fully understand that personal purchases or other misuses of my Purchasing card are clear violations of the MT. PLEASANT PUBLIC SCHOOLS Purchasing Card Policy and that such violation can result in disciplinary action, termination and/or criminal prosecution.

Cardholder Signature _____

Date _____

Supervisor Approval _____

Date _____