

Appendix E
 Purchase Card Log Example

NAMRU-SA PURCHASE CARD LOG

CARDHOLDER: _____

30-DAY LIMIT: _____

SINGLE PUCHASE LIMIT: _____

Date of Order	Item Description	Qty	Unit Price	Shipping Charges	Total Price	Resp. Center (RC)	Vendor Or Phone Number	Date Item Received	Date Acct Stmt Rec'd (*)	Date Sent AO

- (*) a. Verify accuracy of e-statement NLT 5 calendar days after receipt of e-statement of account.
- b. Sign e-statement of account and attach supporting documentation and forward for Approval Official.
- c. Notify CITIBANK Customer Service, if e-statement is not received by the 28th of the month.