

MONTHLY BANK CARD LOG FOR SUPPLIES

Paso Robles Public Schools

Transactions for the Month of: _____

Site: _____

Cardholder: _____
Please Print Name

Signature

Approving Official's Signature: _____

Date	Vendor	Description, Account #	\$ Amount of Receipt	Was Sales Tax Charged on Receipt?
				Y N
				Y N
				Y N
				Y N
				Y N
				Y N
				Y N
TOTAL.....				
(Must agree with statement)				

- Directions:**
1. Complete log, attach receipts to log
 2. Reconcile Account (Does the log total agree with statement?)
 3. Sign log and Statement
 4. Forward log, statement, and receipts to approval officer within three days of receipt of your statement