

Instructions for using Excel spreadsheet for the Purchasing Card Log.

You will have to use the spreadsheet as a master document and make copies for each successive month. You can customize the header with your information.

The first column is a transfer column which is used if a charge does not come in on the monthly statement. You can put a **T** in that column and transfer it to the next statement month. If the charge doesn't come in on the next month put another **T** in that column and transfer it to the next statement month etc. You can see how many months you have transferred the charge by how many **T**'s you have in that column. Use the transfer column if you want to keep track of the number of months you have carried a transaction.

Each month after you reconcile your statement to the log you should print out the log, have the cardholder and record manager sign the appropriate space at the bottom and file with all your documentation.

Please let me know if you have any questions.

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