EOY CHARGE CARD TRANSACTION LOG

CARDHOLDER NAME:				CARD #		
Date	Vendor	Descripton of Purchase	BOC	Amount	Complete Funding Code	Date Adjusted in FBMS (for RDE use only)

Trip Purpose/ Location/ Dates:

Trip Purpose/ Location/ Dates:

Trip Purpose/ Location/ Dates:

Comments:

Cardholder Signature:		**Date:**	
Approving Official Signature:		**Date:**	**PAGE 1 OF**

Complete log for all purchases made on or after <u>August 20, 2013</u>. Give to your Administrative Assistant for entry into FBMS on the following dates: August 25, September 3. Any charges listed on the log that have not been adjusted in FBMS need to be entered obligated as a Miscellaneous Obligation in FBMS by COB, <u>September 15, 2013</u>. Process this form as you would a charge card statement.	**RDE FBMS STAMP -->**	