GOVERNMENT COMMERCIAL PURCHASE CARD LOG SHEET

Cardholder Name: _____
Unit: _____
Cycle Limit: _____
Reporting Unit Code (RUC): _____

Additional Comments

Disputed
Problem Purchases
Awaiting Credit
Incorrect Billing
Duplicate billing
Item Returned
Misc Unit Information
Document Number

Date of Purchase (MM/DD/YR)	Call Number	Item Description/Nomenclature	Merchant	Total Price	NAME of REQUESTER	Date Received (MM/DD/YR)	Name of Person Receiving	Additional Comments

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