ORIGINAL DOCUMENTATION

RECORDS MUST BE KEPT FOR SEVEN (7) YEARS
DO NOT DESTROY BEFORE: _____

CONTACT THE CONTROLLER'S OFFICE FOR DISPOSITION INTRUCTIONS

BROWN UNIVERSITY
PURCHASING CARD
TRANSACTION LOG

Department: _____
Card Holder: _____
Page No. _____

Cost Center Manager Signature:_____

Trans. Date	Vendor Name	Description and Business Purpose	Trans. Amount	Date Rec'd	Support Attached	Worktag Charged	Reconciled	Initial