



Accounting Office
 McNerney Hall, 2nd Fl
 Edinboro, PA 16444
 phone (814) 732-2725
 fax (814) 732-2693

MasterCard Purchasing Log – Department Activity Log

Cardholder: _____

	Date	Vendor	Description/Purpose	Amount	Account	Cost Center	NCAA code
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							

Please examine all receipts for accuracy before signing them. **Keep a copy of all receipts and send all original receipts with this log to the Accounting Office by the due date shown on the statement each month.** You must not make purchases in excess of the monthly spending limit or your department's operating budget. The card is for University-related purchases only; personal charges are not to be made to the card. **Edinboro University is sales tax exempt. Cardholder is responsible for ensuring that sales tax is not charged.**
 A lost or stolen VISA purchasing card should be reported immediately by telephone to the bank's Global Card Service at 888-449-2273 and to the University's Accounting Office at 732-2725.