

REPORT LOST OR STOLEN CARDS TO BANK OF AMERICA @ (888) 449-2273

UNIVERSITY OF WEST GEORGIA PURCHASING CARD LOG

CARDHOLDER NAME:						TODAY'S DATE		
CARDHOLDER TELEPHONE NUMBER:					DEPARTMENT NAME			
SUPERVISOR NAME (Print or Type):					SUPERVISOR TELEPHONE NUMBER			
TRANS DATE	VENDOR NAME	DESCRIPTION OF PURCHASE	Account Code	INTENDED BUSINESS USE	INTENDED RECIPIENT	RECEIVED DATE	TRANSACTION AMOUNT	
						Total Charges		

I certify that I have made all of the listed transactions on behalf of the Agency and that they comply with the established procedures for using the purchasing card.

 CARDHOLDER SIGNATURE & DATE