# McGill University
## PCard Transaction Log

McGill University PCard Regulations recommends as a Best Business Practice that the PCard Transaction Log be used to document all PCard transactions.  This Transaction Log will assist Cardholders and Departmental Pcard Reconcilers when reconciling transactions. Receipts can be stored in the Procurement Card Documentation Envelope. The Documentation Envelopes and the Transaction Logs, including all the purchase receipts, must be kept for a minimum of seven (7) years; for grants – receipts must be retained for the duration of the grant.

Cardholder Name: _____ Department/Unit: _____ Month/Year: _____

| Item No. | Transaction/ Credit Date | Supplier Name | Brief Description of Product/Services | Total $ Amount | Expected Delivery Date | Check (✔) if Received | Dispute Y/N | MOPS Approval Date | MOPS Audit Number* | Receipt Enclosed (✔) |
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*This audit number appears in the Monthly Fund/Grant Financial Statements as the Invoice#.

**Please provide at minimum one signature:**

Cardholder Name: _____ Signature: _____ Date: _____

Departmental PCard Reconciler (if applicable): _____ Signature: _____ Date: _____