



Eastern Illinois University  
Department of Procurement,  
Disbursements & Contract Services  
1135 Old Main  
600 Lincoln Avenue  
Charleston, IL 61920

## PURCHASING CARD TRANSACTION CONTROL LOG

**CARDHOLDER NAME:** \_\_\_\_\_

**P-CARD NUMBER (last 4 digits):** \_\_\_\_\_

**DEFAULT BANNER ORGANIZATION NUMBER:** \_\_\_\_\_

**FOR THE PERIOD:** \_\_\_\_\_ **TO** \_\_\_\_\_

Date	Vendor & Contact Name	Summary of Items Purchased/Vendor Order Number	Total Amount	Organization Number (If Not Default) and Account	Agreed with Commercial Card Statement?