

## **PURCHASING CARD**Card Member Transaction Log

MCPS Form 234-21 November 2013

Office of the Chief Operating Officer
Department of Materials Management
MONTGOMERY COUNTY PUBLIC SCHOOLS • Rockville, Maryland 20850

Card member name	e		Approving official name				
School/office name			Work	location			
For the period: From		То	To USE SEPARATE LOG FOR EACH ACCOUNT (Please Print Legibly)				
Date Ordered	Date Delivered	Total Amount (\$)	Supplier Name	Supplies/Services (required) (Student or other—must be identified.)	Statement Date	Account (03, 05, etc.)	
	Total						
CERTIFICATION S	TATEMENT						
I certify that, to the support of school	e best of my knowle programs as outline	edge, the transaction ed in the Purchase Ca disciplinary action.	is recorded for the month indicate ard Guide. I understand that any r	ed on this purchasing card log are correct and con this material misrepresentation or omission from this	omplete. All purcha s log maybe ground	ses were made in s for cancellation	
	Signature, Card N	1ember	/	Signature, Approving Official		//	