

**Town of Manchester  
Purchasing Card Program  
Purchase Log**

Billing Cycle: \_\_\_\_\_

Department: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Date of Purchase	Vendor	Description of Purchase	Amount	Object Code	Disputed Item

Date reconciliation completed \_\_\_\_\_

Total \$ \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

Supervisor Approval \_\_\_\_\_