NORFOLK STATE UNIVERSTIY

I HEREBY CERITY THAT ALL PURCHASES DURING THIS PERIOD HAVE BEEN LISTED ON THE LOG SHEET BELOW. THAT I HAVE ATTACHED SUPPORTING DOCUMENTATION TO VERIFY PURCHASES AND THAT THIS LOG HAS BEEN RECONCILED TO THE ATTACHED MONTHLY CHARGE CARD STATEMENT.

_____
Cardholder's Signature

SMALL PURCHASE CARD LOG SHEET: Turn this form into Accounting on the 28th of each month with your payment log sheet even if you did not use your GE Master Card during this period.

I HEREBY CERTIFY THAT THE EXPENSES LISTED ON THIS LOG SHEET HAVE BEEN REVIEWED AND APPROVED AS NECESSARY FOR THE CONDUCT OF BUSINESS OF THE COMMONWEALTH.

_____
Supervisor's Signature

Year: _____

Month: _____ **16th through Month:** _____ **15th**

_____
Cardholder's Printed Name

_____
Department

_____
Supervisor's Printed Name

Budget Code	Object Code	Date	Vendor	Description	Prior Month Purchases	Current Month Purchases	(x) if on current monthly statement	Total

KEEP A COPY FOR YOUR RECORDS.