

Cardholder Name _____ Default Account # _____ Month _____

Weber State University Purchasing Card Transaction/Reallocation Log					
	Date	Supplier	WSU Business Purpose	Amount	Reallocate to Account
1					Account: Approval:
2					Account: Approval:
3					Account: Approval:
4					Account: Approval:
5					Account: Approval:
6					Account: Approval:
7					Account: Approval:
8					Account: Approval:

If a reallocation is to be made, enter information on the form and send a **copy** to Accounting Services at mail code 1014.

When reallocating to an account outside your department, the approving signature must be from the department to be charged.

This log, receipts, and statement must be retained for four (4) years from fiscal year-end.