**CSU**

# MONTHLY PROCUREMENT CARD PURCHASE REPORT

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| **Cardholder:** | | **Internal Reference #:** | |
| **Card Number:** | | **Month/Year:** | |

| Date | Item # | Description of Purchase | Vendor Name | D/ S* | Dollar amt of purchase incl tax | Disputed Item ☑ |
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| | | | | ***TOTAL:*** | $0.00 | |

*Indicate "S" for Small Business Vendor and or "D" for Disabled Veteran Business Enterprise

**I have reviewed the bank statement and have approved the transactions. I certify that all purchases listed on the statement, unless noted in disputed item column, are true and accurate and were made for official CSU purposes.**

**All goods or services have been received and payment is authorized. JP Morgan Chase has been notified of all disputed items. (Copy of cardholder's Disputed Item Statement attached.)**

| CARDHOLDER'S SIGNATURE | DATE | APPROVING OFFICIAL SIGNATURE |
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http://daf.csulb.edu/forms/financial/procurement/purchasing/p_card_monthly_report_form.xls