**Exhibit 6**

**PCARD ACTIVITY LOG**

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

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

PCard # (last 4 digits)

Reconciled By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Order**  **Date** | **Vendor/Contact/**  **Phone #** | **Quantity/Description** | **Charges**  **(or Refunds)** | **Index & Account Code** | **Date**  **Merchandise**  **Received** | **Reconciled**  **With**  **Statement** |
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The Activity Log is designed as a tool that can be used to keep track of items purchased and the dollar amount spent using

the PCard. The Activity Log entries presented below are representative of the information that should be recorded.

Another form of documentation with comparable information is acceptable. If departments are comfortable with

comparing supporting documentation to the [Commercial Card Provider] statements, that is an acceptable procedure. Each department can determine specific uses for the activity log to better control their PCard activity. The only requirements are noted below.

An activity log, or other supporting documentation, is required when orders/credits are made via the telephone or any other method and a receipt is not immediately available. These orders shall be documented to ensure accuracy of items received and amounts charged. This will also provide documentation of all credits due the University since credits often occur after a time lag.

Visa account statements and supporting documentation have the same retention requirements as other accounts payable

records. These transaction records must be kept in the department and may only be destroyed in accordance with procedures as detailed in TBR Guideline G-070.

Shown below is a sample activity log:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Order**  **Date** | **Vendor/Contact/**  **Phone #** | **Quantity/Description** | **Charges**  **(or Refunds)** | **Index & Account Code** | **Date**  **Merchandise**  **Received** | **Reconciled**  **With**  **Statement** |
| 8/11/14 | Staples | 3 Staplers, returned | ($21.00) | 262001 74510 | 8/13/14 | √ |
| 8/12/14 | Walmart/Pickup | Film Processing | $9.50 | 262001 74510 | 8/14/14 | √ |
| 8/13/14 | PC Computing | Computer Supplies | $45.00 | 262001 74510 | 8/15/14 | √ |
|  |  |  |  |  |  |  |