

### CREDIT CARD CHECK LOG

Account Number: \_\_\_\_\_

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

Date: \_\_\_\_\_

CHECK NO.	ISSUED TO	APPROPRIATION CODE	CHECK \$ AMOUNT	DATE WRITTEN	CHECK FEE AMOUNT (1.9%)	DOES THE VENDOR/PAYEE/ MERCHANT ACCEPT CREDIT CARDS?		REASON CHECK WAS ISSUED	AUTHORIZING OFFICIAL'S SIGNATURE

*Note: As a suggestion, if you have situations when the reason is the same for single or multiple vendors, you may want to develop a list of reason codes at the bottom of the form and put the reason code number in the justification block.*