**SUNY CORTLAND – PROCUREMENT LOG** Page:

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| --- | --- | --- | --- | --- | --- |
| Cardholder: |  | Department: |  | Statement Month and Year: |  |

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| **Transaction**  **Date** | **Vendor** | **Description/Business Purpose** | **Price** | **Date**  **Received** | **Account Number** | **Comment** |
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| Cardholder's Certification: I certify that all transactions identified above are correct and just, that payment is approved and that the goods or services furnished were for the performance of the  official duties of this cardholder. |  |  |  | |  |  |  |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  | | --- | --- | --- | --- | | Cardholder's Signature |  | Date |  | | Supervisor's Signature (REQUIRED) |  | Date |  | | | | | | | | | | official duties of this cardholder. |
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