FROSTBURG STATE UNIVERSITY
CORPORATE PURCHASING CARD PROGRAM
ACTIVITY LOG

CARDHOLDER NAME: _____
VISA CARD # (last four digits): _____
Month: _____

EXHIBIT E

ORDER DATE	SUPPLIER/CONTACT/ PHONE #	QUANITY/ DESCRIPTION	SUBOBJECT	COST/ REFUND	SALES TAX	ENERGYSTAR Y / N	TOTAL TRANSACTION AMOUNT	DELIVERY DATE	RECON TO BANK STMT	MBE YES/NO
							0.00			
							0.00			
							0.00			
							0.00			
							0.00			
							0.00			
							0.00			
							0.00			
							0.00			
							0.00			
							0.00			

The Activity Log is the key to managing and controlling the Purchasing Card Program. all purchases and credits must be recorded on the Activity Log. When the monthly memo Bank statement is received, each charge/credit is to be verified with the Activity Log. The cardholder's supervisor must review the Activity Log and memo Bank statement. to document this review, the reviewer is to sign and date the Activity Log and the monthly memo bak statement. The original documentation, Activity Log, and memo Bank statement are forwarded to the Agency Fiscal Officer or designee for retention.

Note to ProCard Users: The University requires the purchase of products and equipment that are Energy Star-certified or that meet other nationally accepted standards of energy whenever financially feasible. Departments should consider both short-term and long-term costs when choosing between highly efficient products and less efficient counterparts. **Any procard purchasing less efficient products or equipment must provide a short explanation with this form indicating why an Energy Star certified product was not chosen.**

CARDHOLDER SIGNATURE	CARDHOLDER MANAGER REVIEW SIGNATURE	PROG. ADMINISTRATOR REVIEW SIGNATURE	AGENCY FISCAL OFFICER REVIEW SIGNATURE