STATE OF MARYLAND - CORPORATE PURCHASING CARD PROGRAM
CARDHOLDER ACTIVITY LOG - CARDHOLDER NAME: _____

EXHIBIT E

DATE	SUPPLIER, CONTACT & PHONE #	QUANTITY & DESCRIPTION	ACCOUNT CODE NUMBER	COST / REFUND	DELIVERY COST	SALES TAX	TOTAL TRANSACTION AMOUNT	DELIVERY DATE	RECON. TO MONTHLY BANK STMT.

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 Bank Statement is received, each charge/credit is to be verified with the Activity Log. The cardholder's Authorized Reviewer must review the Activity Log and Monthly Bank Statement. To document this review, the Authorized Reviewer is to sign and date the Activity Log and the Monthly Bank Statement. The original receipts, Activity Log, and Monthly Bank Statement are forwarded to the Agency Fiscal Officer or designee for approval and retention.

_____	_____	_____	_____	_____	_____
SIGNATURE	**DATE**	**SIGNATURE**	**DATE**	**SIGNATURE**	**DATE**
CARDHOLDER		**CARDHOLDER AUTHORIZED REVIEWER**		**AGENCY FISCAL OFFICER or DESIGNEE**	