

Monthly Log
CAL Card Purchasing

Cardholder: _____

Month: _____

Purchase Date	Purchased from	Description	Amount	Req. Type	Req/PO #	REQUIRED	Check if Complete
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Req. Type: D (Direct Pay), B (Blanket PO), PO W/R (PO with Receiving), PO W/O (PO without Receiving
Complete:Final payment on requisition-No other items on backorder, to be purchased or outstanding invoices.