



Procurement Card Justification Log

Cardholder Name:

Statement Date:

Date Ordered	Vendor	Payment Total	M/WBE?	Justification
			YES NO	
			YES NO	
			YES NO	
			YES NO	
			YES NO	
			YES NO	
			YES NO	
			YES NO	
			YES NO	
			YES NO	

Please be sure that none of the above transactions are being charged sales tax. Further justification should be attached as needed.

Date Ordered	Vendor	Payment Total	M/WBE?	Justification
			YES NO	
			YES NO	
			YES NO	
			YES NO	
			YES NO	
			YES NO	
			YES NO	
			YES NO	
			YES NO	
			YES NO	
			YES NO	

Please be sure that none of the above transactions are being charged sales tax. Further justification should be attached as needed.