

How to fill out the UT Arlington ProCard Transaction log ([Form 4-5](#))

Steps

1. Enter your department name, your name, the last 4 of your ProCard, and billing cycle dates
2. As transactions occur, log each transaction by date.
 1. Vendor Name
 2. Description of purchase
 3. Total Amount
3. Notate warrant hold result
 1. If \$500 or more and vendor is located in State of Texas, a [Warrant Hold check](#) is required. If search returns the vendor you'd like to use, you must find a new vendor. If the search does not, you can use the vendor. Use the drop down to notate as "OK." If check did not meet the criteria, drop down to notate "N/A."
4. Throughout the month, the Reconciled and Support Attached columns will be "No" and will be **red**. At the end of the month, reconcile to your statement. You can then switch from "No" to "Yes." The line will change to **black**.
 1. If the transaction has not posted yet, you will not be able to reconcile that transaction. It will remain **red**. You will want to then complete a Carry Over log ([Form 4-4](#), see next page)
5. Controlled Asset, Comments, Cost Center/Project # and Account # are optional fields designed to aid in reconciliation
6. Once reconciliation is complete, the cardholder, reconciler, and reviewer must sign and date prior to approval in UTShare. Approval in UTShare must be completed by deadline provided on the [BA Training ListServ](#).



Procurement

Purchasing Card Transaction Log Example

Form 4-5
05/06/2015
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1 Department: Office of Procurement Cardholder Name: Jane Doe

2 Card #: XXXX-XXXX-XXXX-1234 **3** **4** **5** Billing Cycle Date: 01/04/14 to 02/03/14

Transaction Date	Vendor Name	Description of Purchase	Transaction Amount	Warrant Hold*	Reconciled	Support Attached	Controlled Asset	Comments	Cost Center/Project #	Account #
1/7/14	Home Depot	Nails	\$10.00	N/A	Yes	Yes	No	Nails for Watson Building Repair	312345	63204
1/15/14	Today's Business Solutions	Toner, Paper, Pens, Paper Clips, Coffee	\$600.00	OK	Yes	Yes	No	Office Supplies - Transaction Separated in PeopleSoft	312345	63163
2/2/14	Austin Ribbon	Projector	\$1500.00	OK	No	No	Yes	Projector for Dr. John Doe	312345	63163

6 Cardholder Signature: _____ Date: _____

Reconciler Signature: _____ Date: _____
(If applicable)

Reviewer Signature: _____ Date: _____
(Supervisor/Manager)

*Warrant Hold check is required only if purchase is over \$500 and the vendor is located in the State of Texas. If not, put N/A. If checked, put OK.

MODIFICATION TO THIS FORM IS STRICTLY PROHIBITED

How to fill out the UT Arlington ProCard Carry Over Log ([Form 4-4](#))

The Carry Over Log is designed to aid in keeping track of transactions that occur in one month, but post during the next month's billing cycle. Similar to balancing a checkbook.

Steps

1. Enter your name, the last 4 of your ProCard, and billing cycle dates.
2. Transactions that occurred in the previous month (carried over) will be posted on the left side of the form.
3. Transactions that have occurred this month, but will not post until the next month (being carried over) go on the right side of the form.
4. Cardholder, Reconciler, and Reviewer must sign. Form must be filed with the month's it applies towards.



1

Cardholder Name: Jane Doe

Last 4 of Card: XXXX-XXXX-XXXX-1234

2

Items not on Log	Amount
Amazon (cleared bank this month)	\$25.00

Procurement

Purchasing Card Carry Over Transaction Log Example

Billing Cycle Date: 01/04/14 to 02/03/14

3

Amount	Items Not on Current Billing Cycle
\$1500.00	projector

4

Cardholder Signature: _____

Reconciler Signature:
(If applicable) _____

Reviewer Signature:
(Supervisor/Manager) _____

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You may be entitled to know what information UT Arlington collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UT System Administration UTS139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.