

MONTHLY CAL-CARD/PETTY CASH TRANSACTION LOG (ACC-F007)

Sacramento City Unified School District

Y-Requisition #: _____

Instructions: Use this form to document all of your Cal-Card purchases. A copy of this completed form should be submitted with each billing statement along with all original receipts.

ITEM #	PURCHASE DATE	INVOICE #	DESCRIPTION OF PURCHASE	REASON FOR PURCHASE	VENDOR NAME	\$ AMOUNT

Attach all original receipts, and the reconciled monthly billing statement to this Cal-Card Transaction form and forward all documents to your immediate Supervisor/Approving Official

CARDHOLDER'S SIGNATURE

PRINTED NAME

DATE

SUPERVISOR'S SIGNATURE

PRINTED NAME

DATE

APPROVING OFFICIAL'S SIGNATURE

PRINTED NAME

DATE