

EMPLOYEE CREDIT CARD USAGE LOG

Employee & Card Details

Company Name: _____

Reporting Period: _____

Department: _____

Card Issuer: _____

Employee Name: _____

Last 4 Digits: _____

Employee ID: _____

Credit Limit: _____

Job Title: _____

Transaction Details

Date	Merchant	Category	Business Purpose	Recpt?	Amount	Status	Init.	Appr.

Total Transactions	Total Amount Spent	Remaining Limit	Disputed / Rejected
.....

Signature & Verification

Employee Signature & Date

Manager Signature & Date

Finance Review & Date