## Credit Card Log Instructions

1. **Purchase Date –** Enter the date of the purchase.
2. **Vendor’s Name** – Enter name of the vendor.
3. **Item(s) Purchased** – List the item(s) purchased for each receipt.
4. **Purchase’s Name** – Enter the name of the buyer.
5. **Total Purchase Amount** – Enter the total of each receipt.
6. **Reconciler Initials** – Enter the initials of the person reconciling the log to the credit card statement.
7. **Other Comments** – Enter any comments about the transaction, such as the item was returned, or the purpose of the expenditure.