

Procurement Card Transaction Log

Reporting Cycle Dates: **9/4/2017 - 10/3/2017**

Last 4 digits of card number: **2823**

Cardholder Name: **Greg Austin**

Default Cost Center: **2064-C0135-D1079-NA (ST 14896)**

★ By signing this Transaction Log, cardholder confirms listed transactions were for UHCL-approved purchases only and that no personal purchases were made.

Order Date	Goods Received Date	Vendor Hold Check (If over \$500)	Merchant Name	Transaction Amount	Expense Description	Account Number	Cost Center Change (Y / N)	Alternate Cost Center including Speed Type (Optional)
10/07/17	10/07/17		Snapchat	25.16	Snapchat geofilter for open house event. Benefit: Engage new recruits attending open house with social media.	53114	Y	2063-C0135-D1078-NA (ST 14895)
10/19/17	10/19/17		Envato USA Inc.	20.00	Purchase credits to use for marketing purposes; specifically for templates and background tracks used in videos to recruit international students. Benefit: Create marketing/recruiting videos to recruit potential international students.	53114	Y	2063-C0065-E0255-NA (ST 11725)
10/31/17	10/07/17		Facebook Ads	2.78	Purchase Facebook ads to promote open house. Benefit: Create marketing/recruiting ads to recruit potential students to UHCL.	53114	Y	2063-C0135-D1078-NA (ST 14895)

★ Cardholder's Signature:



Date:

11/7/17