

CSN PROCUREMENT CARD PROGRAM

TRANSACTION LOG

Cardholder Name:		Department:	
Billing Cycle Dates:		Last 4 digits of card number:	

Trans #	Transaction Date	Merchant Name	Brief Description of purchase <i>(Enter this information into the Memo field in Workday)</i>	Transaction Total	*Spend Category <i>Example: SCXXX</i>	*Worktag <i>(account number) Program; Project; Gift; or Grant# Example: PGXXXXX</i>	*Detail Code & Sensitive Items <i>(Detail Code is required for Hosting purchases) Example: DCXXX</i>
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
					Total (this should match your Billing Cycle report Total)		

*To find **Spend Categories** in Workday, type in “**Find Spend Categories**” in the Search field.

***Worktag** – Each department has their own Worktag (account number). If you have an old account (example: 8103-800-1234), go to <https://wax.unr.edu/> to convert it into the new Workday account number, it will be either a **Program, Project, Gift** or **Grant** number.

*A **Detail Code** should be in your approved Hosting Checklist for all hosting purchases.