

CARDHOLDER TRANSACTION AND USE TAX LOG

CARD HOLDER NAME: _____ DEPARTMENT/DIVISION: _____ BILLING CYCLE END DATE: _____

	Date	Vendor Name	Description of Item	State (where purchased)	Shipping Cost (no tax on shipping)	Price (includes sales tax, minus shipping cost) (No Use Tax)	Use Tax Amount* (8.75%) (out of state)	Total Cost (all columns)	ACCOUNTING:			
									Cost Center	Fund	GL	Internal Order
1	1/01/08	ABC	Beverages	CA	0	20.00	None	20.00	1912140001	100000	0000	000000
2			Line item with no shipping or tax									
3												
4	1/01/08	Food Inc.	Food	NV	10.00	400.00	31.00	441.00	1912140001	100000	0000	000000
5			Line item with shipping and tax									
6												
7												
8	1/01/08	Ice. Co.	Ice	AZ	15.00	300.00	Collected	315.00	1912140001	100000	0000	000000
9			Line item with shipping but tax was collected by vendor									
10												
11												
12												
13												
14												
Total:								\$				

* Use Tax must be paid when an out-of-state vendor does not collect CA Sales Tax for taxable goods sent to and used in CA. Write NONE if Use Tax does not apply because the vendor is in CA or write COLLECTED if out-of-state vendor is authorized to collect CA Sales Tax.

I affirm that this worksheet shows all transactions on the attached *Statement of Account* with applicable Use Tax for each transaction.

Rev. 07/10/08

CARDHOLDER SIGNATURE: _____ DATE: _____

APPROVER SIGNATURE: _____ DATE: _____