

Cost Transfer Supplemental Log
Non-Salary Expenses

Use this log in conjunction with the Cost Transfer Request Form when additional detail lines are needed.

Original (earliest) Transaction Date	
Reference #	
Supplier Name	
P-Card Holder Name	
Purchase Order #	
Invoice #	
Cost Center	
Amount	

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Reference #	
Supplier Name	
P-Card Holder Name	
Purchase Order #	
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Reference #	
Supplier Name	
P-Card Holder Name	
Purchase Order #	
Invoice #	
Cost Center	
Amount	

Reminder: Provide all supporting documentation for each transaction. Supporting documentation includes the following:

- Copy of Monthly Detail Report highlighting the expense to be transferred
- Invoice
- Travel voucher
- Other related correspondence or documentation requested by SPA