



NON-TRAVEL PURCHASE

TRANSACTION LOG

(After the purchase, attach to this form to all receipts, packing slips, invoice copies, etc.)

Employee: _____ Campus / Dept: _____ Date: _____

Purchase Date	Vendor	Purpose	Total Charge	Budget Code
GRAND TOTAL			\$	

I certify that the above listed items will be purchased by me for the sole and exclusive use of Granbury ISD. I fully understand that personal purchases or other misuses of my procurement card are clear violations of the Granbury ISD Purchasing Card Policies and Procedures and that such violation can result in disciplinary action, termination, and/or criminal prosecution.

Employee Signature: _____ Date: _____

Supervisor Approval: _____ Date: _____
 Campus Principal/Department Director

Purchasing Manager: _____ Date: _____

Chief Financial Officer: _____ Date: _____



CITIBANK NON-TRAVEL PURCHASE TRANSACTION LOG - INSTRUCTIONS

PURCHASES FOR VENDORS THAT WILL NOT ACCEPT A PURCHASE ORDER

(Revised 1/25/22)

1. Download the Non-travel Purchase Transaction Log from the district website and complete it. The form is located under Business Office/Finance Procedures and Resources/Procurement Card Non-Travel Purchase Transaction Log.
2. Once it is approved by your supervisor and the Assistant Superintendent for Finance and Operations enter the requisition for a PO.
3. Once the PO is approved, come to the Business Office and check out the Citibank card to make the purchase. The PO is processed to encumber the funds before the purchase.
4. Make the purchase. Once the goods are received, receive on the PO and attach all sales receipts, packing slips, invoices, etc. to the approved form and forward all documentation to accounts payable.