Completing the Transaction Log Form

Step 1: Open the Transaction Log Form (TLF)

- After the purchase has been made and the confirmation number received (if applicable), access the **Transaction Log Form (TLF)** (Excel).
- Click in "Comment" tabs, in certain fields for instruction in completing the form.

Step 2: Complete the TLF

- Once the TLF form has been opened, complete all fields on the form.
- View a sample of a complete TLF form (Excel).
- Click on each supplier name's field to view sample receipts.

These are the instructions for completing a few of the Header fields on the TLF:

Cardholder Name: Type/write your FULL name (as shown on your PCard).

Card Account Number: Type/write ONLY the last four (4) digits of your PCard number.

Billing Period From - To:

- Print the **PCard Processing Dates** (PDF) document.
- Select the correct billing period dates from the "PCard Statement Dates" column and enter them in the correct fields.

Step 3: Record your purchase(s) on the TLF

- Each time a purchase is made, you must record the transaction details on the TLF.
- You must save the TLF each time an update is completed (if form is completed online).

Guidelines for completing some of the fields for your purchase(s):

Order Description & Confirmation No.:

- Provide reasonable details of the item(s) purchased.
- Record the confirmation number received for orders placed via telephone, internet or email.

HST amount: It is critical that the taxes from the sales receipt(s) are recorded correctly. If the amount or type of taxes is not reflected correctly on the receipt(s), you must calculate and record the amount(s) charged.

Partial HST: This applies to products/services that are eligible for a point-of-sale (POS) rebate for the provincial portion of HST. Refer to your receipts to determine if the item(s) purchased are eligible for the POS rebate.

Out of Province: If an item is purchased from outside of Ontario (including internet/telephone orders) and/or payment is made in a foreign currency, mark an "X" in the appropriate field.

Dispute Form: If the dispute process was initiated, mark an "X" in the appropriate field.

- See "**Receipt of Goods**" and "**Reconciliation**" sections for more details.

Missing Receipt Form:

- Every effort should be made to acquire and retain original receipts.
- The cardholder must contact the merchant to request and obtain an original receipt if:
  - any of the required supporting documentation is missing;

- receipts are lost, misplaced or not original;
- If the attempt to secure original receipts is unsuccessful, complete the **Missing Receipt Form** (Word) and mark an "X" in the appropriate field.
- Ensure that you and your Authorizing Manager sign the Missing Receipt Form.
- If the lost receipt is found:
  - within two (2) months of the respective billing period end, send it to the PCard Program Administration Unit (PPAU);
  - after two (2) months of the respective billing period end, send it to your Divisional PCard Coordinator (DPC).

Authorizing Manager's Name: Make sure the full name is typed /written in the appropriate field.

Warranty Records

- Record warranty if extended warranty is purchased or the item comes with a year manufacturing warranty.
- Write the word "Warranty" next to the line item on the TLF, and on the original receipt.

Step 4: Keep the TLF and supporting documentation in a secure location

- Once you have added your purchase(s) to the TLF, keep your original itemized sales receipt, credit card receipt and packing slip in an envelope for the applicable billing period.

Warranty Documents

- You must retain original receipts for items purchased with a warranty.
- Make a copy of the receipt and place it in the envelope for the billing period. Copy of warranty receipts is the only non-original document accepted by PPAU.
- Provide the original sales receipt and warranty records to the Authorizing Manager for safekeeping, for potential damages/losses/replacement requests.
- The TLF and supporting documentation will be accessed at the billing period end when you will receive the Statement of Transactions via an e-mail from your Level 1 Approver.
- If you will leave on vacation before billing period end, ensure to complete the **Billing Period End review** before you leave.