

## MONTHLY LOG

- ◆ There are more than a few versions of the Monthly Log (CC-2) being used by cardholders.
- ◆ Example #1, which follows, is the original Word version found on the Intranet.
- ◆ Example #2 is the self-totaling Excel version. Unfortunately, it is not available on the Intranet. I can email the file to anyone who requests it.
- ◆ Please be sure that whatever version you're using, that it resembles one or the other of these two versions of the Monthly Log.
- ◆ All versions of the CC-2 ask for information that I've found is unnecessary, and these fields have been blocked out on the examples.
- ◆ The remaining fields are the truly necessary information needed to process a CALCard package. Please note that the State Purpose/Description remains on the form. It is needed on the form, as well as on the invoice.
- ◆ At the top of the CC-2, there are fields for the cardholder's name and location.
- ◆ The location is generally where all of the purchases are going to be charged to (your station, battalion or department budget).
- ◆ If you have made a purchase for a location other than the identified location, you will need to identify the alternate location in the State Purpose/Description field. This will prevent items being coded to budgets incorrectly.

### EXAMPLE #1

STATEMENT DATE	PURCHASE DATE	DESCRIPTION OF PURCHASE	VENDOR NAME			CALSTARS CODING	TRANSACTION TOTAL
			VENDOR NO.				\$
		RECEIPT/INVOICE NO. Alternate bids	VENDOR PHONE NO.				
CONTRACT/DEL.#		1)	SMALL BUSINESS	D/V	DISPUTED ITEM		
		2)	S <input type="checkbox"/> N <input type="checkbox"/>				

### EXAMPLE #2

PURCHASE DATE	VENDOR	PHONE #	VENDOR CODE #			
STATEMENT DATE	ALT BID #1	ALT BID #2	<input type="checkbox"/> SMALL BUSINESS	<input type="checkbox"/> DISABLED VETERAN		
CONTRACT/DEL.#	INVOICE #	STATE PURPOSE:				
<b>F/Y</b>	<b>INDEX</b>	<b>OBJECT</b>	<b>PCA</b>	<b>AMOUNT</b>	<b>INCIDENT #</b>	
<b>TOTAL:</b>				-		
DISPUTED ITEM:						