

MINIMUM REQUIREMENTS FOR ESTABLISHING A LOG

IN ACCORDANCE WITH DESC PROCEDURES FOR THE USE OF THE IMPAC CARD SECTION VII (C) (3), THE CARDHOLDER WILL MAINTAIN A LOG OF ALL ITEMS PURCHASED.

AS A MINIMUM THE LOG SHALL ADDRESS THE FOLLOWING AREAS:

- *DATE OF REQUEST*
- *MERCHANT NAME*
- *MERCHANT LOCATION*
- *DOLLAR AMOUNT OF PURCHASE*
- *DATE OF ORDER*
- *DATE OF DELIVERY*

SEE ENCLOSED SAMPLE LOG

IT IS THE CARDHOLDER'S RESPONSIBILITY THROUGH THE USE OF THE LOG TO TRACK FUNDS SPENT ON PURCHASES THROUGHOUT THE MONTH.

IN ACCORDANCE WITH SECTION VI (C), AT NO TIME WILL AN APPROVING OFFICIAL EXCEED THE LIMITS ESTABLISHED FOR HIS/HER PROGRAM WITHOUT PRIOR APPROVAL OF THE AGENCY PROGRAM COORDINATOR, NOR WILL HE/SHE EXCEED BUDGETARY LIMITS SET BY DESC-R WITHOUT FIRST REQUESTING AND RECEIVING IN WRITING THE BUDGET INCREASE.