

Manual Transaction Audit Log Form Sample

This **manual transaction audit log** form sample provides a structured template for recording and reviewing transaction activities. It ensures accurate tracking of transaction details for compliance and accountability. Using this form helps maintain a clear and organized audit trail.

General Information

Department/Unit	Audited By	
Period Covered	Date of Audit	

Transaction Log

#	Date & Time	Transaction Type	Description / Reference	Amount	Performed By	Approved By	Comments
1							
2							

Reviewer Comments

Comments

Signatures

Auditor Signature	Date	
Reviewer Signature	Date	