



**Transaction Monitoring Tracking Log**

1. Determine at what interval you will monitor transactions (*for example, weekly*).
2. Determine what transaction criteria you will log on this form (*for example, all transactions over \$800*).
3. Train your employees to log transactions that meet your determined criteria. You may also want employees to use the log to record any transactions they think are potentially suspicious or unusual.
4. Use the Compliance Monitoring Documentation Log as a guide to review the transactions listed below.
5. Attach this tracking log to the Compliance Monitoring Documentation Log each time you complete it.

Date	Sender Full Name	Sender Phone	Transaction Amount	Receiver Full Name	Receiver Country