

PCard Tracking Log

(Non-Travel Transactions)

Department or Service Center Card Information		
Embossed Name		
PCard Manager		
Last 4 Digits of PCard		

Certification: By signing below, I certify that (non-travel) PCard purchases will be made in accordance with PCard, Expenditures, Purchasing, and Travel policies. Failure to comply with these policies may enforce corrective action, up to and including termination, in accordance with applicable policies or rules. The university may seek restitution and/or file criminal charges, as appropriate.

PCard User (Print)	Business Purpose	
Merchant	Worktags (CC/Balancing Unit/Fund/Grant)	
Estimated Amt	Date/Time Out	PCard User (Sign Out)
Receipt Amt	Date/Time In	PCard User (sign In)
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PCard User (Print)	Business Purpose	
Merchant	Worktags (CC/Balancing Unit/Fund/Grant)	
Estimated Amt	Date/Time Out	PCard User (Sign Out)
Receipt Amt	Date/Time In	PCard User (Sign In)
PCard User (Print)	Business Purpose	
Merchant	Worktags (CC/Balancing Unit/Fund/Grant)	
Estimated Amt	Date/Time Out	PCard User (Sign Out)
Receipt Amt	Date/Time In	PCard User (Sign In)
PCard User (Print)	Business Purpose	
PCard User (Print) Merchant		
,	Purpose Worktags	PCard User (Sign Out)
Merchant	Purpose Worktags (CC/Balancing Unit/Fund/Grant)	PCard User (sign out) PCard User (sign In)
Merchant Estimated Amt	Purpose Worktags (CC/Balancing Unit/Fund/Grant) Date/Time Out Date/Time In	
Merchant Estimated Amt	Purpose Worktags (CC/Balancing Unit/Fund/Grant) Date/Time Out	
Merchant Estimated Amt Receipt Amt	Purpose Worktags (cc/Balancing Unit/Fund/Grant) Date/Time Out Date/Time In Business	
Merchant Estimated Amt Receipt Amt PCard User (Print)	Purpose Worktags (cc/balancing Unit/Fund/Grant) Date/Time Out Date/Time In Business Purpose Worktags	
Merchant Estimated Amt Receipt Amt PCard User (Print) Merchant	Purpose Worktags (cc/balancing Unit/Fund/Grant) Date/Time Out Date/Time In Business Purpose Worktags (cc/Balancing Unit/Fund/Grant)	PCard User (Sign In)
Merchant Estimated Amt Receipt Amt PCard User (Print) Merchant Estimated Amt	Purpose Worktags (cc/Balancing Unit/Fund/Grant) Date/Time Out Date/Time In Business Purpose Worktags (cc/Balancing Unit/Fund/Grant) Date/Time Out	PCard User (Sign In) PCard User (Sign Out)
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Note: The PCard manager associated with the PCard named above is not required to sign the card in/out for use. The PCard manager has the authority to deny release of the PCard to individuals as appropriate.