



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)

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	
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	
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)

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.