

## **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)*
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PCard User (Print)	Business Purpose	rcaiu Osei (Sign In)*
	Business	rcaid OSEI (Sign In)*
PCard User (Print)	Business Purpose Worktags	PCard User (Sign out)*
PCard User (Print) Merchant	Business Purpose Worktags (CC/Balancing Unit/Fund/Grant)	
PCard User (Print)  Merchant  Estimated Amt	Business Purpose Worktags (CC/Balancing Unit/Fund/Grant) Date/Time Out Date/Time In	PCard User (sign out)*
PCard User (Print)  Merchant  Estimated Amt	Business Purpose Worktags (cc/Balancing Unit/Fund/Grant) Date/Time Out	PCard User (sign out)*
PCard User (Print)  Merchant  Estimated Amt  Receipt Amt	Business Purpose Worktags (CC/Balancing Unit/Fund/Grant) Date/Time Out Date/Time In  Business	PCard User (sign out)*
PCard User (Print)  Merchant  Estimated Amt  Receipt Amt  PCard User (Print)	Business Purpose Worktags (CC/Balancing Unit/Fund/Grant) Date/Time Out Date/Time In  Business Purpose Worktags	PCard User (sign out)*
PCard User (Print)  Merchant  Estimated Amt  Receipt Amt  PCard User (Print)  Merchant	Business Purpose Worktags (CC/Balancing Unit/Fund/Grant) Date/Time Out Date/Time In  Business Purpose Worktags (CC/Balancing Unit/Fund/Grant)	PCard User (sign out)* PCard User (sign in)*
PCard User (Print)  Merchant  Estimated Amt  Receipt Amt  PCard User (Print)  Merchant  Estimated Amt	Business Purpose  Worktags (cc/Balancing Unit/Fund/Grant)  Date/Time Out  Date/Time In  Business Purpose  Worktags (cc/Balancing Unit/Fund/Grant)  Date/Time Out  Date/Time Out	PCard User (sign out)*  PCard User (sign in)*  PCard User (sign out)*
PCard User (Print)  Merchant  Estimated Amt  Receipt Amt  PCard User (Print)  Merchant  Estimated Amt	Business 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 out)*  PCard User (sign in)*  PCard User (sign out)*
PCard User (Print)  Merchant  Estimated Amt  Receipt Amt  PCard User (Print)  Merchant  Estimated Amt  Receipt Amt	Business Purpose Worktags (CC/Balancing Unit/Fund/Grant) Date/Time Out Date/Time In  Business Purpose Worktags (CC/Balancing Unit/Fund/Grant) Date/Time Out Date/Time Out Date/Time In	PCard User (sign out)*  PCard User (sign in)*  PCard User (sign out)*
PCard User (Print)  Merchant Estimated Amt Receipt Amt  PCard User (Print)  Merchant Estimated Amt Receipt Amt  PCard User (Print)	Business Purpose  Worktags (cc/Balancing Unit/Fund/Grant)  Date/Time Out  Date/Time In  Business Purpose  Worktags (cc/Balancing Unit/Fund/Grant)  Date/Time Out  Date/Time In  Business Purpose  Worktags (cc/Balancing Unit/Fund/Grant)  Date/Time Out  Date/Time In	PCard User (sign out)*  PCard User (sign in)*  PCard User (sign out)*

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.

<sup>\*</sup>When not feasible during the remote work mandate, the requirement for manual signature by the Card User is waived.