

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 <small>(Print)</small>		Business Purpose	
Merchant		Worktags <small>(CC/Balancing Unit/Fund/Grant)</small>	
Estimated Amt		Date/Time Out	PCard User <small>(Sign Out)*</small>
Receipt Amt		Date/Time In	PCard User <small>(Sign In)*</small>

PCard User <small>(Print)</small>		Business Purpose	
Merchant		Worktags <small>(CC/Balancing Unit/Fund/Grant)</small>	
Estimated Amt		Date/Time Out	PCard User <small>(Sign Out)*</small>
Receipt Amt		Date/Time In	PCard User <small>(Sign In)*</small>

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Receipt Amt		Date/Time In	PCard User <small>(Sign In)*</small>

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.

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