

## PCard Tracking Log (Non-Travel Transactions)

Department PCard Information	
Embossed Name	
PCardholder	
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>

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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PCard User <small>(Print)</small>		Business Purpose		
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Estimated Amt		Date/Time Out		PCard User <small>(Sign Out)*</small>
Receipt Amt		Date/Time In		PCard User <small>(Sign In)*</small>

Note: The PCardholder associated with the Department PCard named above is not required to sign the PCard in/out for use. The PCardholder has the authority to deny release of the PCard to individuals as appropriate.