

## **PCard Tracking Log**

(Non-Travel Transactions)

Department PCard Information		
<b>Embossed Name</b>		
PCardholder		
Last 4 Digits of PCard		

**Certification:** By signing below, I certify that (non-travel) PCard purchases will be made in accordance with <u>PCard</u>, <u>Expenditures</u>, <u>Purchasing</u>, and <u>Travel</u> 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		
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		
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/salancing Unit/Fund/Grant)  Date/Time Out Date/Time In  Business Purpose Worktags		
Merchant  Estimated Amt Receipt Amt  PCard User (Print)  Merchant	Purpose  Worktags (cc/salancing Unit/Fund/Grant)  Date/Time Out  Date/Time In  Business Purpose  Worktags (cc/salancing 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)*	
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)*	
Merchant  Estimated Amt Receipt Amt  PCard User (Print)  Merchant Estimated Amt Receipt Amt	Purpose  Worktags (cc/salancing Unit/Fund/Grant)  Date/Time Out  Date/Time In  Business Purpose Worktags (cc/salancing Unit/Fund/Grant)  Date/Time Out  Date/Time In  Business	PCard User (Sign In)*  PCard User (Sign Out)*	
Merchant  Estimated Amt Receipt Amt  PCard User (Print)  Merchant  Estimated Amt Receipt Amt  PCard User (Print)	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	PCard User (Sign In)*  PCard User (Sign Out)*	
Merchant  Estimated Amt Receipt Amt  PCard User (Print)  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)  Date/Time Out  Date/Time In  Business Purpose  Worktags (cc/Balancing Unit/Fund/Grant)	PCard User (Sign In)*  PCard User (Sign Out)*  PCard User (Sign In)*	

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.