

PCard Tracking Log (Travel Transactions)

Department PCard Information	
Embossed Name	
PCardholder	
Last 4 Digits of PCard	

Certification: By signing below, I certify that PCard purchases will be made for travel related expenses 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 Sign Out					PCard Sign In		
Date & Time	PCard User	Estimated Amount	Merchant	Spend Authorization Number	Date & Time	PCard User	Receipt Amount
	Print Sign*					Print Sign*	
	Print Sign*					Print Sign*	
	Print Sign*					Print Sign*	
	Print Sign*					Print Sign*	
	Print Sign*					Print Sign*	
	Print Sign*					Print Sign*	
	Print Sign*					Print Sign*	
	Print Sign*					Print Sign*	
	Print Sign*					Print Sign*	
	Print Sign*					Print Sign*	
	Print Sign*					Print Sign*	

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.