THE OHIO STATE UNIVERSITY

PCard Tracking Log

PCardholder	
Name on PCard	
Last 4 Digits of PCard	

The PCardholder should direct the PCard User to Roles and Responsibilities hosted at the PCard Website. The PCardholder has full authority to deny access to a PCard User as appropriate. If the transaction is travel-related, enter SA# in the business purpose field (no worktags needed).

☐ As the PCard User, I certify that purchases made with this PCard will comply with all applicable PCard, Expenditures, Purchasing, and Travel policies.

PCard User (print name)		**Date/Time Out**		**Date/Time In**	
Merchant		**Estimated Amt**		**Receipt Amt**	
Business Purpose or SA# (travel-related)					
Cost Center #		**Balancing Unit**		**Fund**	
Additional Worktags		**Comments**			

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