



Name on Purchasing Card: \_\_\_\_\_

Purchasing Card Manager: \_\_\_\_\_

Last 4 digits of card: \_\_\_\_\_

Card Signed Out				Supplier/Vendor	Actual Purchase Amount	Card Returned		
PR#/T#	Date	Time	Name and Initials of Individual Receiving Card			Date	Time	Name and Initials of Individual Returning Card

\* The card manager should keep this log locked/secured with the Purchasing Card at all times.