Departmental P-Card Purchase Log

Cardholder's Name: _____ Last 4 Digits: _____

Date Received	Individual Receiving P-Card	Merchant	Item Description	Business Purpose	Transaction Amount	Receipt	Index	Account	Date Returned
						☐			
						☐			
						☐			
						☐			
						☐			
						☐			
						☐			
						☐			
						☐			
						☐			
						☐			
						☐			
						☐			
						☐			