

PCard Tracking Log



Card Out			Card Returned	
Date & Time	Individual Receiving Card	Purpose/Estimated Amount	Date & Time	Departmental PCard Holder (acknowledges the card has been returned with all receipts)

	Print:			Signature:
	Signature:			Print:
	Print:			Signature:

	Print:			Print:
	Signature:			Signature:
	Print:			Print:
	Signature:			Signature:
	Print:			Print:
	Signature:			Signature:
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	Signature:			Signature:
	Print:			Print:
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