



Name on PCard:	
PCard Manager:	
Last 4 digits of card:	

### PCard Tracking Log

Card Out			Card Returned				Notes
Date & Time	Individual Receiving Card	PR#/T#	Supplier	Amount	Date & Time	Individual Returning Card	
Print: ..... Signature:						Print: ..... Signature:	
Print: ..... Signature:						Print: ..... Signature:	
Print: ..... Signature:						Print: ..... Signature:	
Print: ..... Signature:						Print: ..... Signature:	
Print: ..... Signature:						Print: ..... Signature:	
Print: ..... Signature:						Print: ..... Signature:	
Print: ..... Signature:						Print: ..... Signature:	
Print: ..... Signature:						Print: ..... Signature:	
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Print: ..... Signature:						Print: ..... Signature:	
Print: ..... Signature:						Print: ..... Signature:	
Print: ..... Signature:						Print: ..... Signature:	
Print: ..... Signature:						Print: ..... Signature:	
Print: ..... Signature:						Print: ..... Signature:	
Print: ..... Signature:						Print: ..... Signature:	
Print: ..... Signature:						Print: ..... Signature:	

Note: Used for Service Center or Department Card. PCard Manager listed above is not required to sign card in/out.

Retention: Keep in file for 4 full years