



College or Department Card Information:	
Embossed Name	
PCard Manager	
Last 4 Digits of PCard	

PCard Tracking Log

Certification: By signing below, I certify that PCard purchases will be made for University-only expenses in accordance with PCard, Expenditure, and Purchasing policies and guidelines. Failure to comply with these requirements may result in corrective action, up to and including termination, in accordance with applicable policies or rules. The University may seek restitution and/or file criminal charges, as appropriate.

PCard Sign Out					PCard Sign In		
Date & Time	PCard User	Estimated Amount	Merchant	Purpose	Date & Time	PCard User	Receipt Amount
	Print Sign*					Print Sign*	
	Print Sign*					Print Sign*	
	Print Sign*					Print Sign*	
	Print Sign*					Print Sign*	
	Print Sign*					Print Sign*	
	Print Sign*					Print Sign*	
	Print Sign*					Print Sign*	
	Print Sign*					Print Sign*	
	Print Sign*					Print Sign*	
	Print Sign*					Print Sign*	
	Print Sign*					Print Sign*	

Note: The PCard manager associated with the PCard named above is not required to sign the card in/out for use. The PCard manager has the authority to deny release of the PCard to individuals as appropriate.

***When not feasible during the remote work mandate, the requirement for manual signature by the Card User is waived.**