

Procurement Card Use Log

Name: _____

Card # _____

Date: _____

for office use only

	DATE	Vendor Name	Item Description	Amount	Account Code	Receipt?	Use Tax
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Cardholder Signature _____

Accounting Dept. _____