## 2020/2021 MMSD Purchasing Card Log

This document should be used to record the staff member that signed out of card. Receipt(s) should be submitted when card is returned. Receipt(s) should be retained & recorded next to staff member's name that used the Purchasing Card.

P-Card Default Account Number:	(for office use)	
Name on Card:		
Statement Date:		•

Staff Using Card	Transaction Date	Vendor Name	Item(s)	Reason for Purchase/Related Work Order	\$\$	Account Number (if other than default) (For Office use)	Matched w/Statement (For Office Use)