

PCard Tracking Log

Department:	
Departmental PCard Holder:	
Last 4 Digits of Card:	

In signing the Tracking Log, the Individual Receiving the PCard acknowledges that they have read and agree to Miami University's PCard and Purchasing Policies. The person who checks out the card is responsible for keeping the card secure and for turning in receipts for all transactions made with the card.

Card Out				Card Returned	
Date &	Individual Receiving Card	Purpose/Estimated Amount	Date &	Departmental PCard Holder	
Time	Print:		Time	(acknowledges the card has been returned with all receipts) Print: Print:	
	Signature:	4		Signature:	
	Print:			Print:	
	Signature:			Signature:	
	Print:			Print:	
	Signature:			Signature:	
	Print:			Print:	
	Signature:	-		Signature:	
	Print:			Print:	
	Signature:			Signature:	
	Print:			Print:	
	Signature:			Signature:	
	Print:			Print:	
	Signature:			Signature:	
	Print:			Print:	
	Signature:			Signature:	
	Print:			Print:	
	Signature:			Signature:	
	Print:			Print:	
	Signature:	1		Signature:	
	Print:			Print:	
	Signature:	1		Signature:	