

ALL "Department Card" purchases must be entered below including custodian purchases.

## DEPARTMENT CARD LOG

By signing below, I understand that I am responsible for transactions made on the PCard while it is in my possession. All purchases must be made on behalf of the University and comply with current guidelines for restricted items and requesting Utah Sales Tax exemption. I will submit an itemized receipt when I return the card.

DATE	CARD	Name	Signature	Merchant	Business Purpose	Chartfield	Receipt
	OUT <input type="checkbox"/>						<input type="checkbox"/>
	IN <input type="checkbox"/>						
	OUT <input type="checkbox"/>						<input type="checkbox"/>
	IN <input type="checkbox"/>						
	OUT <input type="checkbox"/>						<input type="checkbox"/>
	IN <input type="checkbox"/>						
	OUT <input type="checkbox"/>						<input type="checkbox"/>
	IN <input type="checkbox"/>						
	OUT <input type="checkbox"/>						<input type="checkbox"/>
	IN <input type="checkbox"/>						
	OUT <input type="checkbox"/>						<input type="checkbox"/>
	IN <input type="checkbox"/>						
	OUT <input type="checkbox"/>						<input type="checkbox"/>
	IN <input type="checkbox"/>						
	OUT <input type="checkbox"/>						<input type="checkbox"/>
	IN <input type="checkbox"/>						
	OUT <input type="checkbox"/>						<input type="checkbox"/>
	IN <input type="checkbox"/>						
	OUT <input type="checkbox"/>						<input type="checkbox"/>
	IN <input type="checkbox"/>						