THE UNIVERSITY OF ARIZONA

DEPARTMENT PCARD CHECK-OUT LOG

Department # _____   **Department PCard Name** _____

To be filled out at the time of check-out					*To be filled out when PCard is returned*				
Check-out Date/Time	**Name**	**Business Purpose**	**Responsible Cardholder Initials**	**Responsible User Signature**	**Itemized Receipt Collected (Y/N)**	**Amount of purchase**	**Return Date/Time**	**Responsible Cardholder Initials**	**Description of items purchased and Edoc #**