Multiple User Procurement Card Log

 Department/Office:

 Cardholder:

 Card Custodian:

 Card Number (last 4 digits):

	Prior to Purchase					After Purchase					
Checked out to (signature):	Description of Purchase	Vendor	Estimated Amount	Is the Vendor in good standing with the Comptroller?	Date Out	Date In	Date Receipt Provided	Amount of Purchase	Was Sales Tax Charged?	Document ID	Date VP7 Reconciled
										-	