THE UNIVERSITY OF ARIZONA
Financial Services Office

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 User Signature	Responsible Cardholder Initials	Itemized Receipt Collected (Y/N)	Amount of purchase	Return Date/Time	Responsible Cardholder Initials	Description of items purchased