THE OHIO STATE UNIVERSITY

PCard Tracking Log

Name on PCard:	
PCard Manager:	
Last 4 digits of card:	

Card Out			Card Returned		
Date & Time	**PR# / T#**	**Individual Receiving Card**	**Date & Time**		**Individual Returning Card**
		Print: Signature:			Print: Signature:
		Print: Signature:			Print: Signature:
		Print: Signature:			Print: Signature:
		Print: Signature:			Print: Signature:
		Print: Signature:			Print: Signature:
		Print: Signature:			Print: Signature:
		Print: Signature:			Print: Signature:
		Print: Signature:			Print: Signature:
		Print: Signature:			Print: Signature:
		Print: Signature:			Print: Signature:
		Print: Signature:			Print: Signature:
		Print: Signature:			Print: Signature:

Note: Used for Service Center or Department Card. PCard Manager listed above is not required to sign card in/out.