The Ohio State University
Purchasing Card Internal Tracking Log

Name on Purchasing Card: _____

Purchasing Card Manager: _____

Last 4 digits of card: _____

Card Out			Description of Purchase	Supplier	Estimated Purchase Amount	Card Returned		
Date	Time	Signature of Individual Receiving Card				Date	Time	Signature of Individual Returning Card

* The card manager should keep this log locked/secured with the Purchasing Card at all times.

Revised May 2006