

UTAH COUNTY PURCHASING CARD LOG FORM

Department Name: _____

Name on Card / Last 4 Digits: _____

Date	Card Checked Out to Employee		Vendor Name	Purchase Description	Amount	Custodian Signature
	(print)	(signature)				

CHECKLIST: Original Receipts? Requisition # Reconciled?

Date	Card Checked Out to Employee		Vendor Name	Purchase Description	Amount	Custodian Signature
	(print)	(signature)				

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