



Statement Month: \_\_\_\_\_ Year: \_\_\_\_\_

**PCARD EXPENSE LOG**  
TYPE ONLY, DO NOT HANDWRITE

Cardholder Name (Last, First): \_\_\_\_\_

Date of Purchase	Name of Vendor	Dollar Amount	Business Purpose (Explanation of the reason for the purchase - the "why")

*I acknowledge I received the goods and or/services listed on the invoice/receipt and evidence of reallocation is attached for each transaction.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Print form in LANDSCAPE orientation. DO NOT alter form.**

This form is submitted with each applicable bank statement and must be signed. If necessary, use multiple pages to capture all transactions listed on statement.  
Certified digital signature is acceptable.