



PCARD EXPENSE LOG  
TYPE ONLY, DO NOT HANDWRITE

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

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

Date of Purchase	Name of Vendor	Dollar Amount	Business Purpose (Explanation of the reason for the purchase - the "why")	Reallocation	
				IDI	Banner
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

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

Signature (wet/certified digital): \_\_\_\_\_ Date: \_\_\_\_\_

Print form in LANDSCAPE orientation. DO NOT alter form.