

PCARD EXPENSE LOG TYPE ONLY, DO NOT HANDWRITE

Statement Month:	Year:

Date of	Name of Vendor	Dollar Amount	Business Purpose (Explanation of the reason for the purchase - the "why")	Rea	Reallocation	
Purchase				IDI	Banne	
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o olanovida ale	l reach and the second	d on/oom/oo=!!=t==! = :=	the invoice/receipt and evidence of really action is noted above for a set to	000001:00		
acknowledge	e i receivea the goods and	a or/services listed on	the invoice/receipt and evidence of reallocation is noted above for each tr	arisaction.		
anatura (wa	t/cortified digital):		Date:			

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. Revised July 2024