# BYU DEPARTMENT PURCHASING CARD LOG

**CARD USE REQUIREMENTS**

- The card may be used only for valid, authorized, BYU purchases. Prohibited examples include gift cards, hazardous materials, personal purchases, and donations.
- The card may be used only while in your possession. Do not save it in online website profiles.
- Misuse or embezzlement may result in disciplinary action, personal liability, termination, or criminal prosecution.
- Follow all spending limits and restrictions. Never split a single purchase across multiple receipts to avoid the transaction limit

| # | EMPLOYEE NAME | VENDOR | PURPOSE | WORKDAY WORKTAGS<br>COST CENTER \| PROJECT \| GRANTS ETC. | LAST 4-DIGITS OF CC | CHECKED OUT<br>DATE | CHECKED IN<br>DATE | RECEIPT RETURNED |
|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | Y / N |
| 2 | | | | | | | | Y / N |
| 3 | | | | | | | | Y / N |
| 4 | | | | | | | | Y / N |
| 5 | | | | | | | | Y / N |
| 6 | | | | | | | | Y / N |
| 7 | | | | | | | | Y / N |
| 8 | | | | | | | | Y / N |
| 9 | | | | | | | | Y / N |