

BYU DEPARTMENT PURCHASING CARD LOG SHEET

Card Custodian: _____ Department: _____ Single Transaction Limit on Card: \$ _____

- The Department Purchasing Card should only be used for valid, authorized and necessary BYU purchases that are allowable under the BYU commercial card program. Examples of purchases not allowable include gift cards, hazardous materials, personal purchases and donations.
- The Department Purchasing Card is only authorized to make purchases while in their possession and should not be stored in user profiles of online websites.
- Any employee misuse or embezzlement of items purchased with the card may result in disciplinary actions and personal liability for the offender, and may be grounds for termination or possible criminal prosecution.
- The Department Purchasing Card is to be used within the established spending limits and restrictions placed on the Card. For example, a merchant should never be allowed to split the cost of a single transaction between two or more sales receipts in order to avoid the transaction authorization limit.

By signing below I acknowledge that I have read and understand the rules associated with the use of this card and am willing to abide by them

	Name Signature	Vendor Operating Unit - Account - Class	Purpose	Date Out Time	Date In Time	Receipt turned in? (Y/N)
1	Name Signature	Vendor Workday Worktags:	Purpose	Date Checked out __ / __ / __ Time	Date Checked in __ / __ / __ Time	
2	Name Signature	Vendor Workday Worktags:	Purpose	Date Checked out __ / __ / __ Time	Date Checked in __ / __ / __ Time	
3	Name Signature	Vendor Workday Worktags:	Purpose	Date Checked out __ / __ / __ Time	Date Checked in __ / __ / __ Time	
4	Name Signature	Vendor Workday Worktags:	Purpose	Date Checked out __ / __ / __ Time	Date Checked in __ / __ / __ Time	
5	Name Signature	Vendor Workday Worktags:	Purpose	Date Checked out __ / __ / __ Time	Date Checked in __ / __ / __ Time	
6	Name Signature	Vendor Workday Worktags:	Purpose	Date Checked out __ / __ / __ Time	Date Checked in __ / __ / __ Time	
7	Name Signature	Vendor Workday Worktags:	Purpose	Date Checked out __ / __ / __ Time	Date Checked in __ / __ / __ Time	