

# P-CARD TRANSACTION SHEET

Month: \_\_\_\_\_

Due to Student Activities: **10th** of the Month

Name: \_\_\_\_\_

Organization/Activity: \_\_\_\_\_

	DATE OF PURCHASE	VENDOR NAME	BUYER	AMOUNT CHARGED	ASN NUMBER	REASON FOR PURCHASE	RECEIPT	AUTHORIZATION
1								
2								
3								
4								
5								
6								
7								
8								
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10								
11								
12								
13								
14								
15								
16								
17								
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20								
21								
22								
23								
24								

Division Approval: \_\_\_\_\_

District Approval: \_\_\_\_\_