

# PROCUREMENT CARD CHECK-OUT LOG SHEET

See BPPM 70.08 for instructions.

Washington State University  
Accounts Payable, Card Services  
P.O. Box 641020  
Pullman, WA 99164-1020

The cardholder is responsible for monitoring who has possession of the procurement card. Usually, the cardholder is the person who has possession of the card. If a temporary delegate makes purchases with the card, indicate the name of the delegate, the date and time the card is checked out, and the date and time the card is returned. The cardholder maintains a copy of this log to document checkout dates for each procurement card.

## CARDHOLDER INFORMATION (REQUIRED)

DEPARTMENT NAME	CARDHOLDER NAME	LAST FOUR DIGITS OF CARD #
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PROCUREMENT CARD CHECKED OUT TO	MERCHANT NAME	ESTIMATED COST	DATE & TIME OUT	DATE & TIME RETURNED

Retain this check-out log sheet with the departmental procurement card records.