Student Use Only Checkout Card Transaction Log

Card Name (as printed on plastic):

Card Trustee Name:

By signing below you agree to the University Payment Card policies and procedures and the department's specific guidelines for use of this card. A copy of the payment card policies and procedures can be requested from the Card Trustee. This card is for use by Vanderbill students ONLY. This c ard and all receipts must be returned within 24 hours, unless otherwise approved. Failure to do so may result in loss of card privileges.

To be com	pleted upon check out of card			To be completed upon return of card and supporting documentation				
Signed Out to: (Print)	Signed Out to: (Signature)	Date Phone #	Merchant Name	COA string (Entity.Net Asset Class.Financial Unit.Account)	Business Purpose for purchase	Date	Receipt Amount	
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