

### Department Purchasing Card LogSheet

I understand that by using this Department Purchasing Card, I agree to the following terms and conditions

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| <ul style="list-style-type: none"> <li>• Use is only for Stanford-related business</li> <li>• Use is only for authorized Purchases</li> <li>• Return the Department Card with all receipts</li> <li>• Include a Complete Business Purpose</li> </ul> | <ul style="list-style-type: none"> <li>• Will not buy restricted commodities</li> <li>• I will keep the card number confidential</li> <li>• Misuse of the Card will result in loss of access</li> </ul> |
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	Custodian Name:	Date:
1.	Designee Name:	Date:
	Time Out:	Time In:
	Acct. #	
	Business Purpose:	
2.	Designee Name:	Date:
	Time Out:	Time In:
	Acct. #	
	Business Purpose:	
3.	Designee Name:	Date:
	Time Out:	Time In:
	Acct. #	
	Business Purpose:	
4.	Designee Name:	Date:
	Time Out:	Time In:
	Acct. #	
	Business Purpose:	
5.	Designee Name:	Date:
	Time Out:	Time In:
	Acct. #	
	Business Purpose:	
6.	Designee Name:	Date:
	Time Out:	Time In:
	Acct. #	
	Business Purpose:	
7.	Designee Name:	Date:
	Time Out:	Time In:
	Acct. #	
	Business Purpose:	
8.	Designee Name:	Date:
	Time Out:	Time In:
	Acct. #	
	Business Purpose:	
9.	Designee Name:	Date:
	Time Out:	Time In:
	Acct. #	
	Business Purpose:	
10.	Designee Name:	Date:
	Time Out:	Time In:
	Acct. #	
	Business Purpose:	