



P & T- Card Departmental Record Log
Track Your P & T-Card Expenditures

Period Covered: From _____ to _____

Employee Name _____ Department: _____ Beginning Balance: _____ Ending Balance: _____

Table with 5 columns: Date, Vendor/Supplier, Description of Purchase, Business Purpose or End Use, Total Charge. Includes a Total Charges row at the bottom.