

UTAH COUNTY PURCHASING CARD -- LOG FORM

Department Name: _____

Name on Card / Last 4 digits: _____

Date	Card Checked Out to Employee (print) (signature)		Vendor Name	Purchase Description	Amount	Custodian Signature
CHECKLIST: Original Receipts? <input type="checkbox"/> No Sales Tax? <input type="checkbox"/> Requisition # _____ Reconciled to Statement? <input type="checkbox"/>						

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