Texas A&M AgriLife Administrative Services - Disbursements



Purchasing Card Check Out/Check In Log

Texas A&M AgriLife Research

Texas A&M AgriLife Extension Service

TVMDL

CHECK OUT PROCEDURE						CHECK IN PROCEDURE			
Card Number (last 8 digits)	Signature of Person Checking Out Card	Signature of Person Releasing Card	Date Checked Out	Intended Vendor	PO #	Date Returned	Receipt Turned In? Y or N	Tax Exempt? Y or N	Signature of Person Receiving Card

^{*} It is suggested to note on the receipt or in Pathway Net when the purchasing card is shared for a purchase and by whom.