PURCHASING CARD TRANSACTION LOG

Shoreline
COMMUNITY COLLEGE

CARD NUMBER: 4715-6300-0124-

MONTH: 16th thru 15th

PLEASE READ: Improper use of the charge card may lead to disciplinary action, up to and including prosecution and termination of employment. Should the cardholder fail to use the card properly and charges are unaccounted for, the cardholder has authorized Shoreline Community College to deduct such amount from the cardholder's salary equal to the total amount of unaccountable expenditures. The cardholder also agrees to allow SCC to collect any amounts owed by the cardholder even if no longer employed by SCC. **Be prepared to show College ID when making purchases.**

DATE	TIME	REQUESTORS NAME (PRINT)	SIGNATURE	ESTIMATED EXPENDITURE	RECEIPT TOTAL	RETURNED (INITIALS)	DATE RETURNED
						TOTAL>>>>	

CARD CUSTODIAN: _____

DEPARTMENT: _____

MONTH/YEAR: _____