TCNJ THE COLLEGE OF NEW JERSEY

P-Card Transaction Log

Department: _____

P-Card Approver: _____

P-Card Custodian: _____

Date/Time Assigned	Date/Time Returned	Name of Vendor	General Description of the Good or Service Purchased	Name of Purchaser	Total Amt Charged	Date Received	WebReports Posting	Custodian Signature