# Mississippi Valley State University

## P- Card Departmental Record Log

**Track Your P-Card Expenditures**

Period Covered: From_____ to _____

Employee Name_____ Department: _____ Beginning Balance:_____ Ending Balance:_____

| Date | Vendor/Supplier | Description of Purchase | Business Purpose or End Use | Total Charge |
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| | | Total Charges | | $0.00 |

**For P-Card Users Only**

**DO NOT turn this form in with your P-Card Receipts**