|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date Out** | **Initials of person taking card** | **Initials of person issuing card** | **Approximate purchase value** | **Vendor** | **Date card returned/initials** | **Initials of person receiving returned card** | **Receipt attached Y/N with proper approvals** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Date Out** | **Initials of person taking card** | **Initials of person issuing card** | **Approximate purchase value** | **Vendor** | **Date card returned/initials** | **Initials of person receiving returned card** | **Receipt attached Y/N with proper approvals** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Date Out** | **Initials of person taking card** | **Initials of person issuing card** | **Approximate purchase value** | **Vendor** | **Date card returned/initials** | **Initials of person receiving returned card** | **Receipt attached Y/N with proper approvals** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |