VISA PROCUREMENT CARD SIGN-IN/OUT ACTIVITY LOG

DEPARTMENT NAME	DEPARTMENT INDEX	XXXX-XXXX-XXXX- VISA CARD NUMBER (Last 4 Digits ONLY)
CARD CUSTODIAN	MONTH / YEAR	RECONCILIATION DATE

DATE / TIME USER INITIALS:					ON VISA STMNT?
OUT	IN	USER SIGNATURE VENDOR NAME:	ITEM PURCHASED – DESCRIPTION:	AMOUNT:	IF SO, DATE:

Continuation sheet for card XXXX-XXXX-XXXX- Last 4 Digits ONLY _____ *, for month/year* _____

DATE / TIME USER INITIALS:					**ON VISA STMNT?**
OUT	**IN**	**USER SIGNATURE VENDOR NAME:**	**ITEM PURCHASED – DESCRIPTION:**	**AMOUNT:**	**IF SO, DATE:**