

**PCard Tracking Log
(Non-Travel Transactions)**

Department or Service Center Card Information

To complete the purchase please send the signed form to bitzinger.1@osu.edu

Certification: By signing below, I certify that (non-travel) PCard purchases will be made in accordance with PCard, Expenditures, Purchasing, and Travel policies. Failure to comply with these policies may enforce corrective action, up to and including termination, in accordance with applicable policies or rules. The university may seek restitution and/or file criminal charges, as appropriate.

PCard Policy (https://busfin.osu.edu/sites/default/files/223_purchasingcard.pdf)

Date: _____

Merchant: _____

Business Purpose: _____

Estimated Amount: _____

Worktags (UNIV Only): _____

Worktag Translator (PeopleSoft to Workday) <https://fintranslator.osu.edu/translate>

Ship To: _____

PCard User (Print): _____

PCard User (Signature): _____

Worktag Approver (Print): _____

Worktag Approver (Signature): _____

- The PCard User is the person making the request
- If you are the Worktag owner/approver you do not need to sign the form
- The form can be signed in PDF, with DocuSign or signed and scanned.

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