



**Department of
Education**

PROCUREMENT CARD USAGE LOG

Month of _____

Buyer/Purchaser Name: _____

Department: _____

	VENDOR NAME	DATE OF USE	DESCRIPTION OF ITEM	QTY	UNIT COST	TOTAL AMOUNT
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Grand Total: \$ _____

**Revised:
June 2008**