School Number:

Procurement Card Usage Log

Month/Year:

Prepared By:

Date of Use	Vendor Name	Description of Item	Quantity	Unit Cost	Total Amount	Balance
	Beginning Balance					$0.00
					$0.00	$0.00
					$0.00	$0.00
					$0.00	$0.00
					$0.00	$0.00
					$0.00	$0.00
					$0.00	$0.00
					$0.00	$0.00
					$0.00	$0.00
					$0.00	$0.00
					$0.00	$0.00
					$0.00	$0.00
					$0.00	$0.00
					$0.00	$0.00
					$0.00	$0.00
					$0.00	$0.00
					$0.00	$0.00
BALANCE						$0.00