ARLINGTON PUBLIC SCHOOLS
EDUCATE • PREPARE • INSPIRE

Procurement Card (P-Card)Transaction Log

In accepting and/or using the P-Card, I agree to be bound by the terms and conditions of the Arlington School District Purchasing Card Memorandum of Understanding. I will use the P-Card issued to me only for the payment of authorized (ASD) expenses according to procedures established by my school/department. I will not use the card to obtain cash advances or for personal purchases. I understand that any charges against the purchasing card not properly identified or not authorized by ASD shall be paid by me. I will repay these charges by check, US currency, or salary deduction.

Date Card Checked Out	Card Custodian Initials	User Signature	Merchant	Amount	Purpose	Return Date