

Pleasant Hill School District 1

Code: **DJFA-AR(2)**  
 Revised/Reviewed: 9/28/15

**Procurement Card Expense Record**

Name: \_\_\_\_\_ Office/Department: \_\_\_\_\_

Time Period Covered: From \_\_\_\_\_ To \_\_\_\_\_

Please list expenditures separately. Attach receipts for all expenditures and copies of approved In-Service Request for travel costs.

Date	Description of Purchase	Account Code	Amount	Vendor Name	Reason for Expense
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
		Total	\$		

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator: \_\_\_\_\_ Date: \_\_\_\_\_