H E B - COURTESY CARD TRANSACTION LOG

School/Department: ______________________________

Inappropriate and/or unauthorized purchases are the personal liability of the purchaser and may be deducted from the employees' paycheck. By checking out the card below, the purchaser agrees to follow district procedures and understands that failure to do so can result in disciplinary action up to and including termination.

Prior to Purchase				
Date Checked Out	**Checked Out To: Signature**	**Description of Purchase**	**Estimated Amount**	**Purchase Order No.**

After Purchase			
Date Checked In	**Receipt Y / N**	**Amount of Purchase**	**Signature at Check In**

SAM'S CLUB CARD TRANSACTION LOG

School/Department: ______________________

Inappropriate and/or unauthorized purchases are the personal liability of the purchaser and may be deducted from the employees' paycheck. By checking out the card below, the purchaser agrees to follow district procedures and understands that failure to do so can result in disciplinary action up to and including termination.

Prior to Purchase				
Date Checked Out	**Checked Out To: Signature**	**Description of Purchase**	**Estimated Amount**	**Purchase Order No.**

After Purchase			
Date Checked In	**Receipt Y / N**	**Amount of Purchase**	**Signature at Check In**