SNOHOMISH SCHOOL DISTRICT

Purchasing Department 1601
Avenue D
Snohomish, Washington 98290

Procurement Card Transaction Log

In accepting and/or using the p-card, I agree to be bound by the terms and conditions of the Snohomish School District Procurement Card Use Agreement. I will use the p-card issued to me only for the payment of authorized Snohomish School District (SSD) 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 procurement card not properly identified or not authorized by SSD shall be paid by me. I will repay these charges by check, US currency, or salary deduction.

Card Name		Card Holder Name	

Check Out Date	Card Holder Initials	User Signature	MOA* on File	Merchant	Amount	Transaction Description/Purpose	Return Date

*MOA=Memorandum of Agreement