P-Card Transaction Tracking Log/Sponsored Programs Approval Sheet

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| --- | --- | --- | --- |
| Transaction # |  | Date |  |
| Ordered by |  | Project # |  |
| Company |  | Fund #/Account# |  |
| Phone # |  | Activity# |  |

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| --- | --- | --- | --- | --- | --- |
| Qty. | Unit | Catalog # | Description | Unit Price | Total |
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| Total Amount of the Order | | | | |  |
| Comments | | | | | |
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| Sponsored Program Approval Signature/Date: | | | | | |

April 23, 2012