

**School/ Department:** \_\_\_\_\_  
**Name:** \_\_\_\_\_

**Lake Stevens School District  
Purchasing Card Use Log**

	<b>Date</b>	<b>Vendor Name</b>	<b>Item Description</b>	<b>Amount</b>	<b>Account Code</b>	<b>Receipt Attached</b>	<b>Use Tax</b>
<b>1</b>							
<b>2</b>							
<b>3</b>							
<b>4</b>							
<b>5</b>							
<b>6</b>							
<b>7</b>							
<b>8</b>							
<b>9</b>							
<b>10</b>							
<b>11</b>							
<b>12</b>							
<b>13</b>							
<b>14</b>							
<b>15</b>							
<b>16</b>							
<b>17</b>							

**Card User Signature** \_\_\_\_\_ **Supervisor Signature** \_\_\_\_\_

*The Use Log must be retained for audit purposes for the current and prior 6 years.*