



LAKESIDE SCHOOL DISTRICT PCard TRAVEL TRANSACTION RECORDS

Employee Name:
PCard #
Purchase Order #
Event Attended:
Dates of Usage:
Purpose of Purchases:

All expenses made with the PCard must be documented by itemized receipts.

Date	Vendor Name	Location (City)	Amount of Purchase

Employee Signature Date

Central Office Signature Date

***Please attach all receipts to this form and return along with the PCard to the Central Office the first business day after travel is completed.**

For Central Office Use Only:

Account Distribution