

**Idaho Department of Parks and Recreation**  
**RECORD OF P-CARD ACTIVITY**  
**NO RECEIPT AVAILABLE**

Cardholder's Name: \_\_\_\_\_

P-Card Transaction Date: \_\_\_\_\_

Merchant Name: \_\_\_\_\_

Description of  
Item(s) Purchased: \_\_\_\_\_  
\_\_\_\_\_

Amount of Purchase:       \$ \_\_\_\_\_

Reason Receipt is not available:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Cardholder's Signature

\_\_\_\_\_  
Date

Transmittal Number: \_\_\_\_\_

PCA Number: \_\_\_\_\_

Subsubject Code Number: \_\_\_\_\_

**Do not forget to sign, scan and attach to the electronic transmittal.**