Exhibit 3 – Policy 1020

**OAKLAND UNIVERSITY**

**P-CARD USAGE LOG**

**DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CARDHOLDER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MONTH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YEAR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Date of Purchase** | **Vendor** | **Description of Purchase** | **Quantity** | **Price** | **Total Amount Charged** | **Fund** | **Account** |
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