RIT Monthly Procurement Card Log

Cardholder's Name_____

Month_____ RIT 24-digit Account Number_____

Order Date	Requestor	Supplier	Item Description	Quantity	Unit Price	Total Amount	Date Received	Business Purpose	Comments/Disputes/Account Number Changes

Complete this log and return to the Accounting Department each month with your First USA Paymentech monthly statement and original receipts

Rev. 4/00