RIT Monthly Procurement Card Log

Cardholder's Name_____ Last 4 Digits of Card Number _____

Month_____ RIT 24-digit Account Number_____

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

Complete this log and return to the Accounting Department each month with your JP Morgan Chase Procurement Card monthly statement and original receipts

Rev. 12/07 Appendix