

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 Changes

Complete this log and attach to your PNC monthly statement and original receipts and send electronically to the Accounting Department at pcard@rit.edu.