



PROCUREMENT CARD MONTHLY RECONCILIATION AND APPROVAL FORM (RAF)

Last four digits of card number:		Name on Card (Person or Department):	
Cardholder Name:		Billing Cycle:	
Department:		Phone:	

FUND	ORG	PROGRAM

Total Charges Per JPMChase Statement \$	
Total of Receipts \$	
Difference* \$	

*Represents difference between total receipts and total charges.

On the lines below, provide the description and business purpose of any purchase for which there is no receipt. Provide the description and business purpose for those receipts that lack clear description of the goods or services provided. Provide enough information to establish that the purchase made was allowable and appropriate for IIT.

Cardholder Signature		Print Cardholder Name		Date	
Approver Signature		Print Approver Name		Date	

All Procards are subject to audit at any time. Only the completed and approved RAF (**DO NOT SEND THE RECEIPTS OR STATEMENT**) should be emailed to pcard@iit.edu or copied and forwarded to the IIT Procurement Card Administrator 3300 S. Federal Street, Room 201, Chicago, IL 60616.