CASE WESTERN RESERVE UNIVERSITY EST. 1826

DCard Internal Tracking Log

Name on DCard: _____

DCard Manger: _____

Last 4 digits on card: _____

Card Out			Description of			Estimated Purchase	**Card Returned**		
Date	Time	Signature of Individual Receiving Card	Purchase	Speedtype	Supplier	Amount	Date	Time	Signature of Individual Returning Card

* The card manager should keep this log locked/secured with the DCard at all times.