

Department Name on the Dcard:_	
DCard Cardholder:_	
Last 4 digits on Dcard:_	

MONTHLY DCARD TRACKING LOG

Card Out						Actual	Card Returned	
Date	Initials of Employee Using Card	Event or Purpose of Food Purchase	SpeedType	Supplier	# of Attendees	Actual Purchase Amount (\$)	Date	Initials of Employee Returning Card

^{*}The DCard Cardholder should keep this Dcard Internal Tracking Log locked and secured with the Dcard at all times. This log should be submitted with the Cardholder's next DCard audit.