

REPORT USE OF DEBIT CARD

Date Card Used: _____

Used By: _____ Board Position: _____

Expense Total Amount: \$ _____

Payee: _____

Description of Expenditure:

Breakdown of Total Amount:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Receipts Attached Yes _____ No _____

Contract Attached (if applicable) _____

Authorized by: Board Chair or Committee Head _____
Signature/date

Date Received by Treasurer: _____

Date Recorded by Treasurer: _____
Treasurer's Signature