Credit Card Register - Supervisors

Month: _____ Cardholder Name: _____

Page _____ of _____ Site: _____

6100 Snack/Milk	101 After School	
6110 Supply	120 ADP	500 Dane
6120 Special Event	150 Fair	501 Wauk

Date	Receipt Attached	Vendor & Description of Transaction	Transaction Amount	Program Expense	Program Type	Location
9/3/2019	X	Walmart - games, project supplies	56.5	6110	101	119
9/5/2019	X	Target - supplies	13.48	6110	101	119
9/6/2019	X	Walmart - project supplies	41.2	6110	101	119
	split	Walmart - Milk	4.99	6110	101	119
9/10/2019	X	Art Mart - supplies	69.55	6110	101	119
9/11/2019	X	Target - supplies	58.91	6110	101	119
9/15/2019	X	Home Depot - supplies	75	6110	101	119
	split	Home Depot - ADP supplies	35	6110	120	500
9/21/2019	X	Target - supplies	66.89	6110	101	119
9/21/2019	X	HyVee - Family Gathering	115.9	6120	101	119
9/22/2019	X	Art Mart - Spring Fair	37.85	6120	150	500
9/27/2019	refund	Walmart - see 9/6 receipt - returned item	-13.57	6110	101	119

Submit to program manager by 5th of following month **$** 561.70

Batch # _____

Entry # _____

Program Manager Initials: _____ Due to accounting by the 10th of each month

(Verification: receipts match statement; reasonable expenses for program and site operation)