

MONTHLY DEBIT CARD RECONCILIATION FORM

FINANCE DIRECTORATE - VERSION 1.0 (FEB 2017)



DEBIT CARD EXPENSES ONLY

Expenses need to be separated where a personal reimbursement is required which is different to where a pre-loaded debit card is used. A separate form is required for each.

DEBIT CARD HOLDER:

		FINANCE USE ONLY			
Name		Approved by Team Leader		Date	
Directorate		Approved by Department Director		Date	
Team (if applicable)		Received by Treasurer		Date	
		Debit Card Number			

EXPENSES:

NOTE: Receipts or accounts must be attached to this reconciliation form for each item listed below.

DATE	SUPPLIER / COMPANY NAME	DESCRIPTION	BUDGET CODE	AMOUNT (incl. GST)	GST

All debit card expenses incurred are to be reconciled monthly between February and August in the current Gang Show year

For any queries or issues related to debit card expenses, please contact the Finance Director & Treasurer, Paul Thompson – paul@gangshow.asn.au

EXPENSES (CONTINUED):

NOTE: Receipts or accounts must be attached to this reconciliation form for each item listed below.

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