

MONTHLY DEBIT CARD RECONCILIATION FORM

FINANCE DIRECTORATE - VERSION 1.0 (FEB 2017)



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:

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

EXPENSES (CONTINUED):

NOTE:

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