**Bradley Gardens School PTO**

**Debit Card Use Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Date Debit Card was Used | |  | |
| Amount | |  | |
| Where Debit Card was Used | |  | |
| Event Name / Budget Line Item | |  | |
| Used By | |  | |
| Itemized Expenses | | Item(Please include all receipts or invoices) Amount of Each Expense | |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| TREASURER’s use Only: | | | |
| Budget Line Item |  | | |
| Reconciled |  | | |
| Notes |  | | |
|  |  | | |

All Debit Card Use Forms should be sent to Annie Qureshi, Treasurer and Briana George, PTO President

Email: [bgsptotreasurer@gmail.com](mailto:bgsptotreasurer@gmail.com) and bgsptopresident@gmail.com

Scan or use electronic form and scan receipts.