**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 and bgsptopresident@gmail.com

Scan or use electronic form and scan receipts.