

LHSBPA DEBIT CARD PURCHASE RECORD

Debit Card Purchase Record provides LHSBPA with a simple financial record keeping system. Purchase Records attest that a purchase has been made indicating by whom and how much. It protects both the purchaser and the treasurer.

- Debit Card Purchase Record required for each purchase or group of purchases for a single band activity, no more than five receipts per form.
- Use an adding tape or an excel listing for multiple receipts
- Keep a copy of your purchases and receipts. (attach and also send electronically if possible to the treasurer)
- Attach a brief explanation along with all receipts and invoices.
- LHSBPA is a 501c nonprofit, bring tax exempt letter when making purchase.
- Completed form should be provided to the treasurer in a timely manner.
- Purchase Record Form available at www.lemontband.org

Date:	
Name on Card:	
Person Making Purchase (if different):	
Committee/Budget Line Item/Activity: One per form (Cookie Dough, Scrips, MMF)	

Store/Vendor	Purchase date	Itemized Expenditures/Notes	Cost	Receipt Attach?
TOTAL DEBIT CARD	PURCHASES			

Debit Card Holder (purchaser) _____signature

AND

Reviewed by Treasurer _____signature