

# Booth Hill School PTA

## Debit Card Summary Report

All purchase must be within the committee budget. Purchases exceeding the budgeted amount must be approved prior to making the purchases.

If you are using the debit card and submitting this report, do not submit a Reimbursement Form. Please submit one Debit Card Summary Report for each committee you are a Purchasing Agent for.

Purchase for the month of \_\_\_ October \_\_\_\_\_, 2017 \_\_\_\_\_

Your Name: Kristina Edvarsen \_Phone #: 203-590-0241

**Committee: Spooktacular online debit card charges**

Date of Purchase	\$ Purchase	Store/Vender Name	Notes	Date Cleared Bank For Treasure's use

**Total of Debit Card Purchases for the Month: \$ \_\_\_\_\_ \***

**\*If the total is over \$500, the PTA President or Secretary's signature is required before submitting this form to the Treasurer:** \_\_\_\_\_

President / Secretary Signature

Treasurer's Signature: \_\_\_\_\_

Please forward completed forms to the BHS Main Office:  
Attention: John O'Connor, PTA Treasurer or email boothhillschoolpta2018@gmail.com