



# Receipt Submission Form (Credit card purchases only)

For all SHARKS credit card purchases: turn in credit card receipts within 7 days of the purchase. You can scan in the form & receipts and email to [dana.wozny@gmail.com](mailto:dana.wozny@gmail.com) or mail to : Dana Wozny: 3623 Rocky Meadow Ct Fairfax, VA 22033. (During the season you may also put them in the Treasurer folder in the Sharks file cabinet.)

Date \_\_\_\_\_

Your Name \_\_\_\_\_

Email \_\_\_\_\_

Cell phone \_\_\_\_\_

Whose card did you borrow? \_\_\_\_\_

Did you use Federal Income tax exemption? Yes or No \_\_\_\_\_

Who authorized this purchase? \_\_\_\_\_

Vendor	Items Purchased	TOTAL Amount Charged
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Treasurer Use Only		
Credit Card Line		
Item	Amount	Date
Budget Category		

