



Receipt Submission Form

(Credit card purchases only)

For all credit card purchases for Sharks, please email photos/scans of receipts within (7) days of the purchase to Stacey Manning at manning.stacey@gmail.com along with this completed form for reimbursement.

Date	_____	Cell #	_____
Your Name	_____		
Email	_____		
Did you use the federal income tax exemption?	YES	NO	_____
Who authorized this purchase?	_____		

Vendor	Items Purchased	Amount Charged
		\$
		\$
		\$
		\$
		\$
Total Amount Charged		\$

Treasurer Use Only	
Credit Card Line Item	Amount \$
Budget Category	Date