

Petty Cash / MasterCard - Coding Form

Date	Expense GL Code	Description	Invoice Amount Before GST	GST	Invoice Total
20-Jun-20	1-310-050-52510	Shutterstick Subscription	\$40.47		\$40.47
27-Jun-20	1-310-040-51430	NACLAA Course Fall	\$757.14	\$ 37.86	\$795.00
27-Jun-20	1-310-040-51430	NACLAA Course Winter 21	\$757.14	\$37.86	\$795.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
<b>TOTALS</b>			\$ 1,554.75	\$ 75.72	\$ 1,630.47

DATE: 22-Jul-20

SUBMITTED BY: Sue Howard

Approved By:



**Note: This form must be submitted to The Finance Dept. with all petty cash claims and MasterCard bills (Effective July 20, 2011).**