

Petty Cash / MasterCard - Coding Form

Date	Expense GL Code	Description	Invoice Amount Before GST	GST	Invoice Total
20-Oct-20	1-310-040-52110	Strategy Book	24.91	1.25	26.16
23-Oct-20	1-310-040-52110	MGA updates	35.00	1.75	36.75
3-Nov-20	1-300-015-57760	Parking JEDI Arbitration	11.43	0.57	12.00
3-Nov-20	1-300-015-57761	Parking JEDI Arbitration	34.62	1.73	36.35
6-Nov-20	1-310-040-52110	POMI Membership	159.00	7.95	166.95
US Funds on above charge					-
amount to make up US difference					57.15
					-
					-
					-
					-
					-
					-
					-
					-
TOTALS			264.96	13.25	335.36

DATE: Nov 30/20

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).