City of Wetaskiwin

Petty Cash / MasterCard - Coding Form

Date	Expense GL Code	Description	Invoice Amount Before GST	GST	Invoice Total
13-Dec-20	1-310-050-52510	Annual Survey Monkey Subscription - used for staff surveys, community surveys, and by council committees	384.00	19.20	403.20
					-
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		TOTALS	384.00	19.20	403.20

DATE: 18-Dec-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).