

James Marshall  
 Parent Nursery School  
 PO Box 379  
 West Sacramento CA 95691



**ATM/CREDIT CARD  
 EXPENDITURE  
 SUBMITTAL FORM**

Name: \_\_\_\_\_

Month: \_\_\_\_\_

Address: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

- \* BANK CARD SUBMITTAL FORMS will be submitted to the Treasurer weekly.
- \* Purchases from different months cannot be combined on the same form
- \* A new month requires a separate form (At the beginning and ending of each month, it is likely that two forms will be required for that week's expenditure.)
- \* Attach the original receipt for each purchase listed. Staple to the upper right corner.

DATE OF PURCHASE	STORE <small>(where purchased)</small>	BRIEF DESCRIPTION OF ITEMS	PURPOSE OF EXPENDITURES	AMOUNT OF THIS PURCHASE	Treasurer's use only
9/5/2019	Target	paper towels	cleaning supplies	\$ 9.47	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
<b>TOTAL</b>				\$	

Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_