Credit Card Log for Week of _____ 4/30/2023

Credit Card Numb **xxxxxxxxxxxx9539**

Tranaction Date	Item charged	Quantity	Amount*		Vendor name	Purpose/Use	Received by Delivered to	Receipt given to	Accounting Distribution**	Consum-able?	
4/30/2023	gas		120.00		Davda Chevron	Fuel the Tahoe	Richard Levy	Barbara Holowaty		no	Richard Levy
5/1/2023	gas		3.31		Davda Chevron	Fuel the Tahoe	Richard Levy	Barbara Holowaty		no	Richard Levy

Log must be maiantained at the time of the charge and submitted to the Board at the next board meeting for review

*Pre-approval by the General Manager or Board officer of any expense over $500.00 for any item

Maximun monthly charge limited to $5,000.00 without prior approval an officer of the Board

Credit card log must be submitted to accounting monthly before any subsequent charges can be authorized

**To be completed by administration