

Credit Card Log for Week of <u>5/14/23</u>									
Credit Card Number <u>9409</u>					Issued to <u>Gres McHugh</u>				
Transaction									
Date	Item charged	Quantity	Amount*	Appr'd*	Vendor name	Purpose/Use	Received by	Accounting	Consum-
5/17/23	Shredding TRUCK	2 4hrs.	\$900	JMM	Paper Cuts	Clean Up DAY - Shredding service (two trucks)		GMCHUGH	NO
5/19/23	Business Email	9 1 yr	377.46	JMM	Proton	50% Down Payment EMAIL FOR BCCSD		GMCHUGH	NO
<p>Log must be maintained at the time of the charge and submitted to the Board at the next board meeting for review</p> <p>*Pre-approval by the General Manager or Board officer of any expense over \$500.00 for any item</p> <p>Maximun monthly charge limited to \$5,000.00 without prior approval an officer of the Board</p> <p>Credit card log must be submitted to accounting monthly before any subsequent charges can be authorized</p> <p>**To be completed by administration</p>									