Tiger Boosters
3950 Chesapeake St, NW
Washington, DC 20016
https://www.wilsontigerathletics.com/

CREDIT CARD EXPENSES FORM

Use this form to track the expenses you put on the WTA credit card. All receipts should be listed & included with this form.

1. A copy of your credit card statement will be sent to the program email address on the 2nd of the month. You may use it to track your expenses.
2. Fill out this form in its entirety. Be sure to include Purpose Category. Different categories can be the on the same form.
3. Email completed copy + associated receipts to ap.treasurer@wilsontigerboosters.org. (Multiple forms are fine.)
4. Submit the 8th of the month in which you receive your statement. Failure to submit could mean loss of cc privileges.
5. Your credit card balance will be deducted from your team ledger.

Team/Event* Budget _____ **Date** _____

Date(s) of event _____ **Last 4 of credit card** _____

Contact Name _____ **Role (coach, parent, etc.)** _____

Email _____ **Mobile #** _____

**Fundraisers have their own general ledgers, so do NOT include team name here, only event name.*

CREDIT CARD RECEIPTS

Date	Amt	Vendor	Purpose Category**

**PURPOSE CATEGORIES: use these descriptions to categorize each expense

- City & admin fees (DDOT, DCRA, MPD, etc.)
- COGS (cost of goods sold)
- Equipment
- Other
- Event entry fees (tournaments, meets, matches, etc.)
- Hotel/accommodations
- Meals/food
- Non-cash gifts/decorations
- Operations costs (s/w, event help, etc.)
- Transportation
- Uniforms/spirit wear
- Other

Attach all receipts. All charges must be justified & verifiable.