



City of Bradenton City Credit Card Payment Voucher

1. Complete and sign this form
2. Attach credit card receipt
3. Per IRS regulations, if receipt is not attached the expense will be considered as a taxable benefit to the cardholder.
4. Submit one form per credit card receipt
5. Attach to monthly Bank of America credit card statement and submit to City Clerk & Treasurer within 7 days of receipt of statement.

Date of Purchase: _____

Description of Purchase / Notes: _____

If considered "entertainment" (per IRS regulations) the following information must be provided:

Business Purpose _____

Who was present (benefitted from purchase) _____

Location _____

This information will be used to determine if the expense is considered a taxable benefit to the cardholder.

Charge to: _____ — _____ — _____ Total: \$ _____
 (GL Line Item)

Charge to be reimbursed by Cardholder? Yes No Payment attached? Yes No

These purchases were actually incurred as necessary expenses and are true and correct as to every material matter.

Approved: _____
Credit Cardholder

Payment Authorization: _____ Date: _____
City Clerk & Treasurer

For Accounting Use: Taxable benefit to be charged to employee: _____