

**COMMITTEE / ACTIVITY  
EXPENSE REPORT**

**Café Debit or  
Credit Card  
Purchase**

R1 - 04/2024

Date \_\_\_\_\_

COMMITTEE NAME CAFE

Account Posting Code 6XX= 616 (XX= Committee Account Number)

Expense Description Attach receipts for each purchase. List each purchase on the attached form.	Tax- able? Y/N*	\$ Sales Tax Paid*	\$ Total Amount Paid	Accounting Code (6XXA)
Credit card purchases (see attached list)	N			6162
Debit Card Purchases (See attached list)				

\* If an item is purchased for resale, or to be served at a ticketed event, it is **NOT** taxable. All taxes paid on these items must be recorded in the Sales Tax Credit below in order to be deducted from actual sales tax paid to Florida each month.

**(These Expenses were included in )** Total Expense \$ \_\_\_\_\_

**(the budget for this year Yes\_\_ No\_\_)**

Sales Tax Credit \* \$ \_\_\_\_\_

Committee Treasurer

Committee Chairperson

\_\_\_\_\_

\_\_\_\_\_

MAC Treasurer \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date funds were transferred from Master Account  
to Café Debit Card Account.

**Use this form to report all credit or debit card purchases**

## CAFÉ DEBIT/CREDIT CARD PURCHASE SUMMARY

DATES INCLUDED \_\_\_\_\_ to \_\_\_\_\_

Check One:    Debit Card                       Credit Card

Receipt Number (See note)	Date	Purchaser Name	Items Purchased (Food, Beverages, Condiments, Non-consumables)	Tax Paid \$	Total Cost \$

**NOTE:**  
 Give each purchase receipt a number (ie, 1,2,3,4)  
 And attach the receipt to this form

Total Tax Paid      \$ \_\_\_\_\_

Total of all Debits    \$ \_\_\_\_\_

Submitted By:  
 \_\_\_\_\_

Attach to Expense Report Form (Cafe Debit/Credit Card Purchase)