

Debit Card Use Form

This form must be completed with invoices and/or receipts and returned to SMPO Business Manager.

On (date) _____,

(User Name) _____

Approved by _____
(Name of Event Chair/Coordinator or SMPO President/ V.P./ Business Manager)

Used the SMPO Debit Card for the purchase of (**Event Name & items purchased**):

To the (**Store Name/ Retailer**):

In the amount of \$ _____

Entered into QuickBooks on (date) _____