

EXETER TOWNSHIP FIRE DEPARTMENT

Credit Card & Reimbursement Explanation Form

Transaction Date: _____

Amount: _____

Account/Code: _____

Explanation: _____

Purchased By: _____

Signature: _____

ALL RECEIPTS MUST BE SCANNED AND EMAILED TO : AccountsPayable@exetertwfire25.com

PLEASE DO NOT WRITE BELOW

EXPENSE CODES

CODE	DETAIL	CODE	DETAIL
_____	25130 Medical/Physical /Test	_____	65202 Facilities
_____	25140 Meals/Travel	_____	65203 FD Operations Purchases
_____	52008 Meeting/Event	_____	65209 Office / Admin / Computers
_____	60580 Fire Prevention	_____	65211 Uniforms / Apparel
_____	60900 Business Expenses	_____	65212 Utilities
_____	65000 Operations	_____	65214 Soda Machine
_____	65124 Car Show	_____	65217 Miscellaneous
_____	65125 Banquet	_____	67000 Apparatus PM & Inspection
		_____	60560 Training

Credit Card Purchase	_____
Personal Reimbursement	_____

Entered/QuickBooks
Date: _____
Initials: _____