

Mariner's Cove Purchase Explanation Form

To be completed by Board Members/Park Members for items purchased for the park. Attach to this form: purchase bill, receipts, and/or invoices and give to the Board Treasurer for reimbursement.

DATE OF PURCHASE _____

NAME _____

APPROVED BY _____
(Board Member)

STORE _____

Cash Advance \$ _____ Date _____

Received by: _____

EXPENSES: (Category examples: *maintenance, activities, tools, pool, clubhouse, laundry, etc.*)

Item:	Category	AMOUNT
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
	TOTAL EXPENSES	\$ _____
	Less Cash Advance	\$ _____
	TOTAL	\$ _____

TREASURER:

Amount Paid by Treasurer: \$ _____

Received by: _____ Date: _____

Amount Received by Treasurer: \$ _____

Paid by: _____ Date: _____