

TO: Lynn Cote

FROM:

SUBJECT: Record of Charge to VISA Credit Card

Please find attached a receipt for the following transaction charged to the subject account:

Date of Purchase:

Vendor:

Location of Event:

Item(s) Purchased:

Amount of Purchase:

Remarks: (Bill district, amount)

Approved: _____
Lynn Cote

Charge(s): _____

Receipts attached