

Credit Card Transaction Summary		
	New Transactions \$ Value	4,564.67
	Period From	01-January-2021
	Period To	12-January-2021
Seq#	Date	Day
	Formula	Formula
1	01-January-2021	Fri
2	02-January-2021	Sat
3	03-January-2021	Sun
4	4-1-21	Tue
5	05-January-2021	Tue
6	06-January-2021	Wed
7	07-January-2021	Thu
8	08-January-2021	Fri
9	09-January-2021	Sat
10	10-January-2021	Sun
11	11-January-2021	Mon
12	12-January-2021	Tue
13	13-January-2021	Wed
14	14-January-2021	Thu
15	15-January-2021	Fri
16	16-January-2021	Sat
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
TOTAL		
<u>Required</u>		
- Only complete yellow areas		
- Original receipts corresponding to each expense must be attached		
- If no receipts, cardholder must select N at * column		
- Once completed:		
1. Print form, attach receipts, provide signature and handover to Finance Team		
2. Email completed workbook to "accountspayable@winsow.com.au"		

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