



Steven J. Van

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ACCOUNTING BULLETIN

Name: Credit Card Statements

Date: April 6th, 2004

Credit card statements must be coded and forwarded to me monthly for processing.

1. Review the statement for accuracy.
2. Code each line item on the statement with a brief description of each charge or credit.
 - a. Example: advertising, telephone, office supplies, etc.
3. Indicate on the stub the amount you would like the check issued for. Write "0" if you issued a manual check.
4. The statement will be returned to you with a check if you requested one.