



SAINT ELIZABETH ANN SETON
Catholic Church and School
10700 Aboite Center Rd. Fort Wayne, IN 46804



GFS Usage Report

Charge Details

Amount: _____ Invoice # (from receipt) _____

Purpose of expense:

SEAS Account code to apply expense to:

- 450.810 – General Kitchen Supplies
- 444.810.02 – Funeral Dinner (please note date and name of funeral in purpose of expense)
- _____ - Other

Purchased by: _____ Date: _____

Approved by: _____ Date: _____

Please tape the receipt to the back of this form and turn into Nichole or Jenn as soon as possible after the charge is made.