You Need A Cash Plan (pencil & paper)

Charging Activity

A complete record of how you use and make payments to a credit card

Credit card's name: _____

Statements close on or before the _____ each month		Payment is due on the _____ each month		Refunds are handled as a: payment on an unpaid statement / transaction						
Date	Description	Memo	Clrd	Charge (+)	Interest (+)	Fee (+)	Refund (-)	Payment (-)	Balance	☑

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