Credit Card Expense Form

Person Responsible for Card:_____ Today's Date:_____

Instructions:
Complete a separate line each time the card is swiped. Receipts must be attached to this form when the card is returned to the church office. Card must be returned within 48 hours unless other arrangements have been made.

Date	Vendor/Store/Website	Description of Purchase	Budget Account To be charged	Total

This form MUST be signed by the Department/Ministry Leader over the budget being charged.

Person Using Card:_____ Date:_____

Ministry/Dept. Chair: _____ Date:_____

*If your **total** purchases exceed $1000, Finance Committee or Pastor's Approval is required:*

Finance Committee/Pastor Approval: _____ Date:_____

Office Use Only

Card returned on _____/_____/_____ Receipts attached for all line items: ❑ yes ❑ No

❑ Verify that all required signatures appear on form. Verified by:_____