

GAINESVILLE SDA CHURCH CREDIT CARD ACTIVITY REPORT

(Use the *Check Request Form* to turn in receipts for a check reimbursement).

Authorized Credit Card User: _____

Report Date: _____

Name: Please Print

LIST OF TRANSACTION RECEIPTS					
	Date	Store/Vendor	Items Purchased	Account to Charge	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Signature of Credit Card Holder: _____

Directions:

(Required)

- 1) Complete the top of this form, listing each receipt on a separate line .
- 2) Staple all receipts (neatly and in order) to the back of this form.

General Guidelines for Reimbursements:

- 1) Church purchases should not be co-mingled with personal purchases on the same receipt.
In fact, personal purchases should never be made with the Church credit card!
- 2) All receipts should be turned in to the treasurer no later than the 5th of the month following the date of purchase.
- 3) Purchaser must write the purpose, department, and/or project on each receipt.
- 4) **IMPORTANT:** For all restaurant receipts [including fast food or take-out]: Write the name(s) of those who ate.
If a large group was fed, list the name of the group followed by the number that were fed.
EXAMPLE: "Youth Group; 3 sponsors & 6 kids."