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: ____________________________________

(Required)

Directions:

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."