

CHURCH PURCHASING & CREDIT CARD TRANSACTION REPORT

Instructions: Print document and write in information or Save As to save a copy for your use and type in information.

√ Card	Date of Purchase:	Comments:
	Bakers Super Market	
	Home Depot	
	HyVee Super Market	
	Office Depot	
	Minister's Credit Card	
	Office Administrator's Credit Card	
	Director Religious Education Credit Card	
	Other (specify):	
	PLEASE READ THE BLOCK TO THE RIGHT BEFORE REPORTING YOUR EXPENSES.	

Amount	Committee or Budget Name or Fund Name	Purpose (Please attach receipts to back)
	← Total Purchase Amount	

Submitted by: Name Printed: _____ **Signature:** _____ **Phone** _____
Please circle: Board Chair; Board Vice-Chair; Committee Chair; Minister; Staff / Minister; Com. Volunteer

Below to be completed and paid by Treasurer / Asst. Treasurer

Date: _____ **Check #** _____ **By:** _____

Committees	Acct Number	Amount	General Operating	Acct Number	Amount
Administrative Expense	01-5131-100		Leadership & Nominations	01-5921-000	
Building & Grounds	01-5904-101		Library	01-5905-000	
Caring	01-5901-000		Marketing & Communications	01-5534-000	
Childcare	01-5510-000		Postage	01-5532-000	
Committee on Ministry	01-5920-000		Prof Expense – DRE	01-5102-400	
Connections (formerly Membership)	01-5906-000		Prof Expense – Minister	01-5125-000	
Faith Connections	01-5961-000		Prof Expense – Office Admin	01-5101-400	
Fellowship	01-5902-000		Religious Education Supplies	01-5515-000	
Finance Coordinating Council	01-5903-000		Social Justice	01-5913-000	
Fundraising Expense	01-5506-000		Stewardship	01-5962-000	
Janitorial Cleaning	01-5523-000		Technology	01-5914-000	
Janitorial Supplies/Trash PU	01-5524-000		Worship / Aesthetics	01-5910-000	
Lawn Care & Snow Removal	01-5525-000				
OTHER: (Fund Name/Number)					
OTHER: (Fund Name/Number) TOTAL (if more than one account used)					