

OOLTEWAH ADVENTIST CHURCH

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CREDIT CARD ACTIVITY REPORT

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

Authorized Credit Card User: (PLEASE PRINT NAME) _____

Report Date: _____

LIST OF TRANSACTION RECEIPTS

	DATE	STORE/VENDOR	ITEMS PURCHASED	ACCOUNT TO CHARGE	AMOUNT
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
				TOTAL AMOUNT REQUESTED	

Signature of Credit Card Holder: (REQUIRED) _____

Directions:

1. Complete the top of this form, listing each receipt on a separate line.
2. Print this form and sign it.
3. Attach all **ORIGINAL** receipts (neatly and in order) to the back of this form.
4. Return this form to the **PHYSICAL CHURCH OFFICE**.

General Guidelines for Reimbursement:

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 into 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 was fed.
 - EXAMPLE: "Youth Group: 3 sponsors and 6 kids"