WESTMINSTER UNITED METHODIST CHURCH

CHURCH CREDIT CARD RECEIPT SUBMISSION FORM

Use this form to submit receipts for purchases made with a church credit card. Multiple related purchases may be included on one form when they are for the same ministry, event, or purpose.

Name of Purchaser: _____

Ministry: _____

Purpose / Event: _____

_____

PURCHASES

Date of Purchase	Vendor / Merchant	Purchase Amount
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$

TOTAL AMOUNT: $_____

Please attach all receipts associated with the purchases listed above.

FOR OFFICE USE ONLY
Account / Budget Line / Fund: _____