

Church Charge Accounts

General Information

Charge Account: _____ Date Submitted: _____

(i.e. - Sam's Club, Office Depot, Lowes, etc)

Distribution

Date of Purchase	Charge To (Ministry)	Description of Purchase	Amount	Approval (Initials)
Total			\$0.00	

Checklist

Upon submission of this document I confirm that the following criteria have been met:

- * One form has been completed for each effected charge account (i.e. - Sam's, Lowes, Office Depot)
- * All receipts applicable to this form have been attached.
- * Approval has been granted for the requested funds and the person responsible for the effected budget has indicated their approval by initialing the appropriate field.
- * Necessary measures were taken to ensure sales tax was not included in these purchases.
- * The information I provided above is accurate and the necessary fields have been filled as completely as possible to ensure accurate and timely distribution of funds.

Submitted By: _____
(Signature)

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Please place completed forms in the Accounts Payable Mailbox in the Office Complex.