

Crestwood Christian Church
Specific Large Purchase (>\$150) Charge Card Approval Form

Date: _____ Time: _____

CAUTION: In using the Large Purchase (>\$150) Charge Card, you agree that a) you are responsible for ALL purchases made on the card while it is checked out to you, b) you will not lend the card to anyone else for any purpose, c) you will promptly return it, along with this form completed and original charge receipt(s), to the Church Administrator, and d) you understand that failure to comply with these provisions may disqualify you from future access to the card.

I understand and agree with the terms stated above.

Member: _____ Signature: _____

Address: _____

Phone: _____

E-mail: _____

Date of Expense	Supplier	Reason For Expense	Ministry Team To Charge	Account to Charge	Amount

Total Amount Charged \$0.00

Approvals

Date

Ministry Chair:	Required for all charges to Ministry budgets
Finance Ministry Chair:	Required for charges not budgeted or from restricted funds
Restricted Fund Rep.	Required for reimbursements from restricted funds with a designated representative

Attach all original charge receipts to this form as supporting documentation

Acknowledgement of return of Large Purchase Charge Card, etc.

Date

Time

Church Administrator:		
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