

CREDIT CARD USE REQUEST FORM

Policy: St. Paul's has a credit card, currently held by the Treasurer, for limited use. The card shall only be used in case of emergency or as a last resort method for purchases that cannot be completed by other means.

Instructions:

Note: This process must be completed PRIOR to a financial transaction with the credit card.

1. Complete a separate form for each planned credit card purchase
2. All information must be provided on the form before approval decision
3. The form must be approved by the person with budgetary responsibility for this expenditure (Committee Chair or individual with purchase authority).
4. After approval to use the credit card, provide the final amount and receipt / invoice when the charge transaction is complete.

Date Requested: _____

Name of store / organization:

Expected total charge amount:

Charge to Budget Acct Number: _____
 (if multiple accounts involved _____
 please identify amount for _____
 each) _____

Purpose and description of credit card use:

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Approved by:

(Committee Chair or person with Budget Authority)