



# Crossroads Presbyterian Church CREDIT CARD PURCHASE RECORD

### APPROVAL IS REQUIRED PRIOR TO PLACING AN ORDER

Before an item can be purchased or placed on order and the church committed to make a payment, there must be prior approval to authenticate availability of funds, proper account designation, and coordination between people involved (Ministry leader, ministry team, Session, Diaconate, etc.) The purchase originator is responsible for properly completing this form and obtaining approval signatures. Also, credit card receipt must be attached to this form. The Church Financial Administrator can help individuals obtain the necessary information.

Originating Person:  Phone:

Originator's Signature:  Request Date:

Purpose/Use:

Quantity	Description	Unit Cost	Total Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>TOTAL (Must be equal to total on receipt(s). Receipts must be attached.)</b>			<input type="text"/>

Account Name:

Ministry Leader Signature:  Date:

Vendor:  Phone:

Street Address, City, ST, Zip

### Payment Record (Official Use Only)

Other notes or accounts referenced in this payment: