



**NEW LIFE**  
COMMUNITY CHURCH

### EXPENDITURES FOR CREDIT CARD FORM

Page \_\_\_\_ of \_\_\_\_

Month/Year \_\_\_\_\_

Card Last 4 Digits \_\_\_\_\_

Expenditures by \_\_\_\_\_

Approved by \_\_\_\_\_

Entered by/Date \_\_\_\_\_

ITEM	DATE	VENDOR NAME	AMOUNT	ACCT #	DESCRIPTION	RECEIPT	POSTED
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

**NEW LIFE COMMUNITY CHURCH  
INSTRUCTIONS FOR EXPENDITURES FOR CREDIT CARD FORM**

<b>#</b>	<b>FIELD</b>	<b>DESCRIPTION</b>
1	Page ____ of ____	Enter "1" of "x" where x is the number of pages for the month (i.e. 1 of 1)
2	Month/Year	Enter month and year (i.e. March 2015)
3	Card Last 4 digits	Enter last 4 digits of card (i.e. 7473)
4	Expenditures by	Enter name of person making the purchase (i.e. Pete Grose)
5	Approved by	Finance Team member that reviews the expenditures (entered by Finance Team)
6	Entered by/Date	Finance Team member that enters data into Quickbooks (entered by Finance Team)
7	Item #	Enter item # in upper right corner of each receipt
8	Date	Enter date of purchase (i.e. 3/23)
9	Vendor Name	Enter where purchase was made (i.e. Walmart)
10	Amount	Enter amount of purchase (i.e. 52.35)
11	Acct #	Enter Acct # from Quickbooks Chart of Accounts (entered by Finance Team)
12	Description	Enter a description of what was purchased (i.e. Supplies for VBS)
13	Receipt/Support	Put "Y" for Yes or "N" for No
14	Posted	Put "Y" for Yes after posted in Quickbooks (entered by Finance Team)

When done filling out the form, attach receipts and put in "Office Mail Slot"



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### EXPENDITURES FOR CREDIT CARD FORM (SAMPLE)

Page  1  of  1

Month/Year  March 2015

Card Last 4 Digits  7473

Expenditures by  Pete Grose

Approved by \_\_\_\_\_

Entered by/Date \_\_\_\_\_

ITEM	DATE	VENDOR NAME	AMOUNT	ACCT #	DESCRIPTION	RECEIPT	POSTED
1	3/23	Walmart	\$ 52.35		Supplies for VBS	Y	
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							