



**GFWC NAPLES WOMAN'S CLUB, INC
CREDIT CARD PAYMENT**

1. Fill out the required information* below and attached **original receipts**.
2. Record in the notebook.
3. Make a copy for your records.
4. Place in the Treasurer's Mail slot.

*Date _____

*Requestor's Name _____

*Phone Number _____ Email _____

*Committee OR Event: _____

*QuickBooks Memo: _____

Sub-Account Number: _____

*Charged Amount: \$

*Last 4 digits of credit card:

*Purpose of Payment:

PLEASE ATTACH COPY OF RECEIPTS

FOR TREASURER'S USE ONLY

APPROVED BY: _____

CHARGED TO: _____

COSTCO ACCT.
CHASE ACCT.

*(PLEASE CIRCLE THE APPROPRIATE ACCOUNT)