GFWC Naples Woman's Club, Inc.

Report Use of Club Credit Card

1. ***Fill out the required information* below and attach receipts***
2. ***Make a copy for your records***
3. ***Have it approved***
4. ***Turn in to Office Administrator***

***Date**: _____

***Requestor's Name**: _____

***Phone Number**: _____ **Email**: _____

***Committee OR Event**: _____

***3-Word description for QuickBooks Memo**: _____

***Vendor**: _____

***Charged Amount**: $_____

***Last 4 digits of Credit Card**: _____

***Purpose of payment**: _____

_____

_____

_____

***Approved by**: _____

PLEASE ATTACH RECEIPTS

FOR TREASURER'S USE ONLY

SUB-ACCOUNT NUMBER: _____

Revised: 10/11/24