



Report Use of Club Credit Card

1. *Fill out the required information* below and attached original receipts.*
2. *Record in the log book.*
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: _____

*3 Word Description for Quickbooks Memo: _____

*Charged Amount: \$ _____

*Last 4 digits of Credit Card: _____

*Purpose of Payment: _____

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PLEASE ATTACH COPY OF RECEIPTS

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FOR TREASURER'S USE ONLY

APPROVED BY: _____

CHARGED TO: _____

SUB-ACCOUNT NUMBER: _____