



# WESTSIDE BAPTIST CHURCH

## Credit Card Purchase Request Form

Amex \_\_\_\_\_ MC \_\_\_\_\_ Sam's \_\_\_\_\_ HDepot \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Department: \_\_\_\_\_ Account #: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

For: \_\_\_\_\_

Department Head Approval: \_\_\_\_\_

Finance Department Approval: \_\_\_\_\_

**~ ATTACH JUSTIFICATION OF CREDIT CARD REQUEST.  
(Details and all instructions of Credit Card Purchase must be attached)**

**~ Any and all disbursements are subject to department head and finance approval.**

**~ Incomplete forms will not be processed.**

**~ Forms must be submitted no later than Wednesday's at 4pm to be processed the same week.**

**~ Place completed forms with signatures in the "INVOICE" box in the mailroom.**