Date:

# FALLBROOK CHURCH

# CREDIT CARD AUTHORIZATION FORM

***Note:*** *This form must be turned in by Monday to receive payment the following Thursday.*

*(****All receipts must be turned in within one week after the check is issued****.)*

| Event Name: |  |
| --- | --- |

**Budget: For Finance Dept. Use Only**

| Budget Balance | $  |  | Bank Account: |  |
| --- | --- | --- | --- | --- |
| Item/Event Amount | $ |  | Account: |  |
| New Budget Balance | $ |  | Sub-Account: |  |
|  |  |  | Class: |  |
|  | Sub-Class: |  |
| Memo: |

| Quantity | Article | Unit Cost | Total Cost |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

| Ministry: |  | Date of Check/Credit Card: |  |
| --- | --- | --- | --- |
|  |
| Pay To: |  | Amount: |  |
|  |  |  |  |
| Address: |  |
|  |  |
| City: |  | State: |  | Zip: |  |
|  |  |  |  |  |  |
| Requested By:  |  | Endorsed By: |  |
|  |  |  | **(Ministry/Department Head Only!)** |
| Approved By:  |  | Check #: |  |
|  |  |  |  |
|  |  | CC Used: |  |

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Please make sure requisition is signed by Ministry/Department Head. Will not be processed without signature!

***revised 12/1/17***