

# Credit Card Form

After you have reconciled your statement, send this form, bank statement, and back up receipts.

Please attach small receipts to a letter size paper.

***Due 5th of each month , or your building budget will incur finance charges.***

Vendor	Amount	Budget/Reason (Detailed as Possible)	PO# For General Fund Purchases Over \$500	ASB PO# For ASB Purchases

Notes:

I certify that all invoices are submitted in conformance to the credit card agreement.

Signature

Date