

Please staple receipts to the **back** of this form.

Hope Lutheran Church CHARGE AUTHORIZATION FORM

PURCHASED FROM: _____
(What Vender Name will appear on Statement, especially online purchases?)

CREDIT CARD USED:

____ CHASE MASTERCARD ____ ALPHA & OMEGA
____ WEGMANS/CHASE – PITKIN ____ HOME DEPOT

PURCHASE DATE(S): _____

PURCHASED BY: _____

Amount \$ _____ Acct # _____ - _____

Amount \$ _____ Acct # _____ - _____

Amount \$ _____ Acct # _____ - _____

Amount \$ _____ Acct # _____ - _____

DESCRIPTION(S) OF PURCHASES: _____

AUTHORIZATION: _____
(Signature of the Director of your Ministry)

- Attach Receipts!
- All charges must be authorized by the current Director of the ministry being charged.