

# Episcopal Church of the Ascension

## Credit Card or Debit Card Receipt Submission Form

Card issued to: \_\_\_\_\_

BANK OF AMERICA CREDIT CARD RECEIPT

SAM'S CREDIT CARD RECEIPT

BANK OF AMERICA DEBIT CARD RECEIPT

All receipts submitted on this form must be for charges on the same card.

\*Account #s are required. Attach documentation and/or receipts BEHIND form.

Make copies of register receipts, and keep originals for your records.

Online Purchases: Wait until order has shipped before printing online receipt to ensure accurate final charge.

### RECEIPT #1 - DETAILS OF EXPENSE

Date of Transaction	*Charge Acct #	Reason Expense Incurred	Amount
<b>Total of credit card or debit card receipt</b>			

### RECEIPT #2 - DETAILS OF EXPENSE

Date of Transaction	*Charge Acct #	Reason Expense Incurred	Amount
<b>Total of credit card or debit card receipt</b>			

### RECEIPT #3 - DETAILS OF EXPENSE

Date of Transaction	*Charge Acct #	Reason Expense Incurred	Amount
<b>Total of credit card or debit card receipt</b>			

Submitted By: \_\_\_\_\_  
Your Signature Date