

[Church Name]

Church Credit Card Purchase Approval Form

I am requesting approval for the following purchase(s):

Name of Person Requesting Approval	Date of Request

Amount of Requested Purchase	Ministry/Expense Account

Proposed Merchant/Payee Name

Street Address	City, State Zip Code

Description of Requested Purchase and Intended Purpose: (You may attach a detailed description obtained from intended online vendor, catalog, etc.)

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By signing below, I _____, am acknowledging my approval of the purchase requested, in the amount detailed above.

Authorized Signature of Approval	Title	Date