



Credit Card Expense Reconciliation Sheets

Church Credit Card (Receipts must be attached) Last four# _____

Your Name: _____

I attest that the mentioned items were purchased for use by Christ Community Church.

Your signature: _____ Date: _____

CREDIT CARD ONLY

Date	Vendor	Items Purchased	Why?	Account and Sub-Account	Amount

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All Ministry Expenses must be approved by the Senior Pastor.

Area Leader Approval: _____ Date: _____

Senior Pastor Approval: _____ Date: _____

Completed expense sheets should be given to the Senior Pastor for approval once completed.

Office Use Only

Entered by: _____ Date Entered: _____

Elder Approval: _____ Date: _____ (Only required on expenses incurred by senior pastor personally.)

Elders - once approved pass to Karen Fletcher - CREDIT Card Accounting