

New Charge Card Documenting Log

For all charge cards including Master Card, Walmart, Sam's, Home Depot, Office Depot, Brookshire Bros., Shell.

Below is a sample of the Charge Log that is was created and is to be filled out for all charge purchases.

"Company Name" is only to be used for Master Card purchases and will state the business that the purchase was made from (i.e. Target or Amazon).

Date	Purchaser	Card Charged To	Company Name	Item Description	Amount Total	Acct. #

Below is the Instructions for Use included on the inside cover of the Charge Log folder.

INSTRUCTIONS FOR USE

1. Fill out the form with your purchase information.
("Company Name" is only filled out for Master Card purchases.)
2. You can find the account the purchase should be charged to on the enclosed chart of accounts.
Do not leave this item blank.
3. Write your name and church acct. # on the receipt and circle the date then place your receipt inside the correct charge card folder in the wall file.

THANK YOU!