



Charge Receipt

Please submit this completed Charge Receipt form to the Financial Office immediately following any charge transactions.

Please **attach any applicable receipts to the back of this form.** Household of Faith cardholders should hold their receipts till month–end.

Date Charges:	<input type="text"/>	Expenditure #:	<input type="text"/>
Campus/Location:	<input type="text"/>	Card Used: (last 4 digits)	<input type="text"/>
Ministry Name:	<input type="text"/>	Amount Charged:	<input type="text"/>
Users Name:	<input type="text"/>	Vendor Name:	<input type="text"/>

Description of Items Purchased:

For Accounting Use Only:

If you have any questions regarding this form, the Financial Office of Household of Faith Church may be contacted at 225.644.3111 during the hours of 9:00AM – 4:00PM, Monday through Friday.