WEST VIRGINIA DISTRICT

UNITED PENTECOSTAL CHURCH INTERNATIONAL

CREDIT CARD STATEMENT

Date: _____

Name: _____ Department: _____

- Fill in all blanks.
- Statement must be signed.
- Receipts must be attached or explanation attached as to why there is not a receipt.
- Each event should be listed on separate statement form.
- Please use separate form for each group of credit card type.
- Please use separate form for separate departments; i.e., one form for camp expenditures…one form for district expenditures.
- Please turn in receipts to secretary's office within 7 days of event.

Event	Receipt Date	Card Type AMEX, BB&T, Discover, VISA, MBNA	Reason of Use	Amount
			TOTAL AMOUNT OF RECEIPTS	

_____

Signature

DISTRICT: ❑ CAMP: ❑

Please check one of the above