

First Chinese Baptist Church, Los Angeles

# Church Credit Card Permission Form



羅省第一華人浸信會  
FIRST CHINESE BAPTIST CHURCH  
LOS ANGELES

942 Yale Street, Los Angeles, CA 90012 [www.fcbc.org](http://www.fcbc.org)  
(213) 687-0814 (213) 375-3999 [info@fcbc.org](mailto:info@fcbc.org)

## INSTRUCTIONS:

1. Submit this form in advance if you wish to use the church credit card for a purchase.
2. Attach invoice(s) to this form after receiving authorization and submit to Church Administrator.
3. All purchases must abide by the Expenditure Approval Policy regardless of method of payment.
4. Failure to submit this form in advance may result in purchases not being approved by the Church and the purchaser held personally responsible for payment.

Name \_\_\_\_\_ Request Date \_\_\_\_\_

Department/Ministry \_\_\_\_\_

Retailer \_\_\_\_\_

Purpose of item(s) \_\_\_\_\_

\_\_\_\_\_

Description of item(s)	Qty	Price/Unit	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**SUBTOTAL** \_\_\_\_\_

Tax \_\_\_\_\_

Shipping \_\_\_\_\_

Discount/Rebate \_\_\_\_\_

Estimated Total Cost \_\_\_\_\_

**ACTUAL COST** \_\_\_\_\_

**AUTHORIZATION(S): Please consult the Expenditure Approval Policy for authorized signature(s) needed.**

Department Head/Minister \_\_\_\_\_ Date \_\_\_\_\_

Trustee/Administrator \_\_\_\_\_ Date \_\_\_\_\_

Business Board \_\_\_\_\_ Date \_\_\_\_\_

Please check one:  Budgeted  Unbudgeted (requires Business Board approval)

Budget to Charge \_\_\_\_\_