## HOLY SPIRIT LUTHERAN CHURCH

## Credit Card Transaction Record

To simplify reporting and record Credit Card transactions more timely, please use this form when an HSLC credit card is used for purchases. Multiple purchases on the same date may be itemized on the same form. The key information is; what and from whom are we buying, and what committee or account gets charged for the purchase.

Card Holder:		Date:
Vendor / Description	Committee / Budget Acct	Amount
Signature of Cardholder		