

DEBIT CARD USE REQUEST/AGREEMENT

A minimum of two working days is required for use of debit card

REQUESTOR


Person requesting card: _____ Date: ___/___/___

Ministry/Event: _____

Date needed: _____ Date to return: _____

Date Office Rec'd: ___/___/___ By: _____ Date of Contact w/ Requester: ___/___

Arrangements made: _____

 **By accepting the debit card I understand:**

- RECUITING CHURCH**
- † Use of the card is for purchasing items for FBC of Webster
 - † I am to use FBC of Webster's Tax Exempt Certificate for purchasing when possible
 - † Receipts for purchases **MUST** be turned in when returning debit card
 - ✘ I am personally responsible to reimburse the church for charges made on the card that are not returned with receipts
 - ✘ Failure to turn in receipts can or will result in being prohibited from using the card
 - † If my purchase is being made for any ministry other than my own, I MUST have receipt signed by the proper ministry team leader acknowledging purchase (or purchase may get deducted from my ministry's line item -if applicable)
 - † I am not authorized to pass the card on to another member of the church, even if purchases are for my ministries needs

Please sign at time card is being issued to you for use.

Card User _____ Issue Date: _____

RECUITING CHURCH

	Description of receipts (attach):	Pay from Budget Line:
1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____
5)	_____	_____

By signing below you authorize charges to said above line item(s) (any purchases made on behalf of another ministry's line item has to have a signature of proper ministry leader on the line item above or the receipt)

Signed: _____ Date: _____

Returned to: _____ Date: _____