Regina Open Door Society

Credit Card transactions form

Date: **Department:** **Form ID**

Transactions Period: **Requested by:**

Credit Card Holder: **Credit Card Number:**

Item #	Vendor	Invoice ID	Reference #	Description	Account ID	Project	Quantity	Price	Total
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00

Total Amount **0.00**

Manager/Director Approval: **Date:**

Notes:

1 Each Item is one invocie.Each Invoice must record separate GST () PST(), and have a total matching with invoice & Credit Card statement line

2 "Requested by", the personal who filled this form. "Requester by" and "Manager/Director Approval" can not be the same person.

3 Form ID is DepIDMonthDate. For an example: DC0601. (Day Care June 1 form)

4

Departments	DepID
Settlement & Family	SF
Language	LI

Departments	DepID
Central Admin.	AD
Day care	DC

5 Total Amount" must match with Credit card statement.

Regina Open Door Society

Funds transfer Form

Transfer Date:

Credit Card Transaction Form ID

Transactions Period:

Requested by:

Credit Card Holder:

Credit Card Number:

From Bank account

Transfer amount:

AP Print Name

AP Signature

Signer 1

Signer 2

Notes:

Department/Title	Cardholder	Credit Card ID
CEO		
Settlement	Oudalay Senevonghachack	
Employment	Tatiana Zotova	
Administration	Keith Karasin	
Day Care	Donalee Wennberg	
Communication Department	Victoria Flores	