

CREDIT CARD USE REPORT

Date: _____

Type of Card (Circle One):

West Shore Bank- Last four digits of card _____

Home Depot

Lowes

Sam's

Vendor: _____

Cost: _____

Is Tax Exempt Form Needed? Yes or No

Purpose: _____

Signature: _____

Return this form with credit card. ATTACH RECEIPTS!!!

MCE GL Account Number: _____

(Entered by Business Office)

