

Haydenville Congregational Church
Receipts Submission for Charges to Store Credit Accounts and Church Debit Card

Submitted by: _____ Date Submitted: _____

Program/Committee that Approved Expense: _____

- Card Used: HCC Debit Card Big Y
 Store Charge: Collective Copies Florence Hardware
 W. B. Mason Other: _____

Please submit receipts to the Administrator as soon as possible, so they are in office upon receipt of invoice and/or bank statement.

Forms can be submitted via:

- Mail to **Treasurer, Haydenville Congregational Church, PO Box 257, Haydenville, MA 01039**
- Place in the **Treasurer's mail slot** in the foyer by the High Street exit door.
- Submitted by email to **treasurer@haydenvillechurch.org** (along with photos or electronic copies of receipts).

DATE	STORE/ VENDOR	DESCRIPTION/PURPOSE	AMOUNT
TOTAL			

Please attach receipts, with "Date Purchased" and "Amount" clearly identified.

Submitted by: _____
Signature Date

Treasurer Use Only

Rec'd _____ Paid: _____ Chck# _____