

# VISA CREDIT CARD PURCHASE ORDER FORM



St Kilda  
**Gatehouse**  
belong connect respect

**Jim**       **Helen**

Supplier Name: \_\_\_\_\_

Receipt Date: \_\_\_\_\_

TOTAL COST/EXPENSE    \$ \_\_\_\_\_

Program (please select)

Drop In       YWP   
GRVST       ARISE       MANG

Itemised Expense <i>(Description/Purpose of Expense)</i>	Account Code	Amount \$
<b>COMBINED TOTAL</b> <i>(should match above receipt amount)</i>		\$

*If unsure regarding coding please check with Helen. Please attach each receipt/purchase clearly so full details can be scanned when it gets to Account Payables.*

Employee Signature: \_\_\_\_\_

*(Staff member requesting the purchase)*

Approval:

Signature \_\_\_\_\_

- JIM PANAKOS**
- HELEN COLSTON**
- MARK WATT**

Staple receipt here so it can be seen on one page for scanning.

If the receipt is too large, please turn over and staple to the back of the authorised form facing outwards.