

Grace World Outreach Church REQUEST FOR WAL-MART CARD

DATE: _____

REQUESTED BY: _____

AMOUNT: _____

DATE & TIME IS NEEDED

GIVE CARD TO: _____

PURPOSE: _____

COMMENTS/QUOTES AND ESTIMATES RECEIVED: _____

ACCOUNT #: _____

PASTOR AUTHORIZED: _____

INVENTORY TAG NEEDED

YES

NO

CARD AUTHORIZATION

(PLEASE ATTACH INVOICE, RECEIPT, ORDER FORM OR OTHER DOCUMENTATION)

EXECUTIVE PASTOR'S APPROVAL: _____

VENDOR #: WAL02

Process For Wal-Mart Card Request

1. Get *Request For Wal-Mart Card* from copy room.
2. Fill in the following information
 - a. Date
 - b. Requested by
 - c. Amount – this is usually just an estimated cost, the actual cost will be added when you return
 - d. Date and time needed, this extremely important for scheduling purposes
 - e. Purpose
3. Make sure to get the pastor over your ministry to authorize this and fill in account number.
4. Return completed form to the Receptionist
5. On the day you have requested the card, go to the Receptionist and she will have the Wal-Mart credit card and Tax Exempt card for you.
6. Make necessary purchases. When checking out make sure to tell the clerk **before** she/he cashes you out that this is tax exempt.
7. When you return, give this card and receipts to the receptionist, the card must be returned by 4:30 pm on the same day as you pick it up.
8. **This card is not for overnight use.**