

MBX FOUNDATION

Credit Card Usage Request -Email to Leslie Whittet: whittetl@mbxprograms.org

The MBX Credit Card is for purchases of \$1,000 or more

Download this form to your computer before completing.

**Requests will be processed within one week of receipt.

Name of Organization: _____

We intend to use the MBX credit card for the following expense:

(1) Vendor: _____

(2) Address: _____

(3) Amount: _____

(4) Date of Charge: _____

(5) Notes: _____

(6) Is this a recurring payment? _____

(7) Name of person using card: _____

Charge to:

- 500 Coach stipends _____
- 502 Coach gifts _____
- 505 Transportation costs _____
- 507 Utilize Grant Funds _____
- 510 Trainer _____
- 515 Equipment supplies _____
- 520 Uniforms _____
- 525 Tournament / Competition fees _____
- 530 Tournament/Competition other _____
- 535 Field/Facility/Equip Maintenance _____
- 540 Banquet _____
- 545 Awards _____
- 550 Office Admin _____
- 555 Special event costs _____
- 560 Contractor payments _____
- 565 Fundraising - special events _____
- 570 Fundraising - merchandise _____
- 580 Fundraising - other _____
- 585 Passthrough costs _____
- 590 Snackstand costs _____
- 595 Other costs _____
- 600 Capitalized expenses _____