

# CHARGE CARD TRACKING FORM

Name: ☐ Briana Bennitt ☐ Geri Snyder ☐ Seraphina Orzel ☐ Robyn Hartman Card: ☐ Wells Fargo ☐ Home Depot ☐ Lowes ☐ Other \_\_\_\_\_

Fund: ☐ Annual Fund ☐ Capital Fund ☐ Other /Note (semi-restricted fund) \_\_\_\_\_

This order will be used by \_\_\_\_\_ for \_\_\_\_\_

*Please attach receipt, purchase order, email confirmation and/or shipping confirmation.*

☐ Vendor is outside the State of Washington (FLAG use tax)

☐ Order has been received and verified

<i>Date Purchased</i>	<i>Vendor Name, Address, Telephone, URL if web order</i>	<i>Description of Items Purchased for Memo</i>	<i>Budget Account and Line Item</i>	<i>Purchase Price</i>
<b>Total Amount Charged to Commercial Account</b>				<b>\$</b>



**Three Cedars  
Waldorf School**

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Non-profit, charitable organization 501(c) (3) FEIN 91-1694599

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Budget Account confirmed by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_