 ***Cardiff Greek Festival 2018***

 *Sts. Constantine and Helen Greek Orthodox Church, 3459 Manchester Avenue, Cardiff-by-the-Sea, CA 92007 ▪760-942-0920*

 *office@stsconstantinehelen.com ~ cardiffgreekfestival.com*

 **FESTIVAL CHURCH CREDIT CARD FORM**

**FESTIVAL CHURCH CREDIT CARD EXPENSES ONLY**

*All credit card expenses over $500 must be approved by the Parish Council Treasurer and President*

*Pre-Approval for expenses required from Kelee Plagis-Tsitsikaos. Approval of authorized expenses Anne Panagakos, Jeannie Ranglas*

|  |  |  |
| --- | --- | --- |
| Requested by Name, Email, Phone | Date Submitted | Total Credit Card Amount$Quote attached |
| *Office Submit Credit Card Order to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**City, State, ZIP Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Website:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **AREA / BOOTH NAME***Select from list on back of form* | **EXPENSE DESCRIPTION, VENDOR** **& DOLLAR AMOUNT** – *Select items on attached list* |
| **Special Instructions:** |
| **OFFICE USE ONLY** |
| **Approvals *(Name, Signature)***Festival Accounting Committee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Finance Committee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parish Council Treasurer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parish Council President\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Itemization |
| **Fund** | **Acct No.** | **Net Amount** | **Date Billed** | **Date Due** |
| Operating |  |  |  |  |
| Capital |  |  |  |  |
| Reserve |  |  |  |  |
| *For Accounting Use Only* |
| **Paid Date** | **Paid Amount** |  | **Account Church Expense** | **Voucher No.** |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **ADMISSIONS** | **FACILITIES** | **KAFENIO** |
| Eventbrite | Permits | Beverage: Greek Coffee |
| General Expenses | ATM Commission | Beverage: Milk |
| **AD PROGRAM BOOK** | Booth Cleaning Supplies | Beverage: Sugar |
| Advertisers | Cleaning | Food: Baking Supplies |
| AD Book Printing | EDCO Trash and Dumpster | Food: Oven Mits |
| **BARS** | Electrical | **LOUKOMATHES** |
| Food: Permit | First Aid Kits | Food: Permit |
| ABC - Classes | Forklift | Food: All Purpose Flour |
| ABC - Liquor License | Freezer | Food: Canola Oil |
| Beverage: Beer Coors | Fuel Freezer Trucks | Food: Mixer Rental |
| Beverage: Beer Mythos | Gas Cylinders | Food: Nuts |
| Beverage: Ice | Golf Carts | Food: Supplies |
| Beverage: Metaxa | Ice | Food: Syrups |
| Beverage: Ouzo | Janitorial Labor | Food: Yeast |
| Beverage: Soda | Janitorial Supplies | Food: Returned Items |
| Beverage: Wine | Labor | **PASTRIES** |
| Beverage: Supplies | Oil Barrels | Food: Permit |
| Beverage: Returned Items | Paper & Plastics | Food: Cupcake papers and cherries |
| **CAR DRAWING** | Parking Lot Usage – Mira Costa | Food: Foil |
| Car IRS Tax | Portable Toilets and Hand Basin | Food: Hats |
| Car Printing Tickets | Raphaels | Food: Koulourakia Supplies |
| Car Purchase | Security Services | Food: Pastries Assorted |
| **CHURCH TOURS** | Traffic Signs | Food: Walnut Burma |
| Flowers | Returned Items | **PUBLICITY** |
| Print Materials | **GAMES & HOT DOGS** | Ad-Free Coupon |
| **CULINARY THEATRE** | Food: Permit | Coupon Cars and Postcards |
| Food: Permit | Food: Condiments | Festival Website |
| Food: Products | Food: Chips | Poster and Flyers |
| Food: Supplies | Food: Hot Dog Buns | Social Media |
| Food: Returned Items | Food: Hot Dogs | **RESTAURANT** |
| **DELI MARKET** | Food: Syrups | Food: Permit |
| Food: Permit | Games | Food: Balsamic, Red Wine Vinegar |
| Food: Products | Games Prizes | Food: Bread |
| Food: Returned Items | Beverage: Juice, Soda | Food: Rice, Chicken Base |
| **ENTERTAINMENT** | Food: Returned Items | Food: Garlic, Salt, Pepper |
| Entertainer | **GIVING TREE** | Food: Chicken Quarters |
| Sound Equipment | Supplies | Food: Dolmathes, Lemon Juice |
|  | **GYROS** | Food: Hats |
|  | Food: Permit | Food: Green Beans, Onions, Tomato Crushed  |
|  | Beverage: Water | Food: Olive Oil |
|  | Food: Gyro Cone | Food: Pastitsio |
|  | Food: Oil, Vinegar, Salads | Food: Salads |
|  | Food: Pita | Food: Spanakopita |
|  | Food: Tsaziki Containers | Food: Supplies |
|  | Food: Yogurt | Food: Returned Items |
|  | Food: Returned Items |  |
| **RIZOGALO** |  |  |
| Food: Permit |  |  |
| Beverage: Soda |  |  |
| Food: 40 Gallons Milk, 2 Cases Eggs |  |  |
| Food: Baklava Sundae Chocolate Syrup |
| Food: Ice Cream |
| Food: Rice  |
| Groupon |
| Food: Returned Items |
| **SIGNAGE** |
| Vinyl Banners |
| Yard Signs, Menus, Sponsor Signs, Booth Signs |
| **SOUVLAKIA** |
| Food: Permit |
| Beverage: Water |
| Food: Chicken, Pork, Loukaniko |
| Food: Salt and Pepper |
| Food: Returned Items |
| **TIROPITA** |
| Food: Permit |
| Food: Spanakopita |
| Food: Tiropita |
| Food: Returned Items |
| **VENDOR BOOTHS** |
|  |
| **YIAYIAS** |
|  |
| **FESTIVAL KICK OFF** |
| Food: Food, Service |
| Food: Supplies |
|  |
| **FESTIVAL APPRECIATION** |
| Beverage: Bar Money |
| Beverage: Wine |
| Entertainer |
| Food: Food, Service |
| Food: Supplies |