 ***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*

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| --- | --- | --- | --- | --- | --- | --- |
| 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.** | |
|  |  | |  |  | |  | |

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| **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 | |