

# REQUEST FOR FUNDS

Check Request

Petty Cash

Transfer Request

Date \_\_\_\_\_ Bill Due Date (if any) \_\_\_\_\_

Check Payable/Petty Cash/Transfer to: \_\_\_\_\_

Address \_\_\_\_\_

<b>Item</b>	<b>Amount</b>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
	Total Amount \$ _____

Charge to Budget Account or Reserve Fund: \_\_\_\_\_

Disposition of check:  To be picked up by requesting party \_\_\_\_\_  
Received by date (if applicable)

To be mailed out by church office \_\_\_\_\_  
Mailed by date (if applicable)

The above expense request is an accurate and appropriate statement of amounts due.

Requested by \_\_\_\_\_  
Signature Date

This expense is approved.

Approved by \_\_\_\_\_  
Signature of Committee Chair or Reserve Fund Manager Date

## Notes:

Requests need to be accompanied by back up, such as a receipt, invoice, or order form.

Expense approvals can be sent separately by email.

Unbudgeted expenditures must be approved by the Executive Team.

