

**FUNDS REQUEST FORM**

THIS FORM IS TO BE USED TO OBTAIN APPROVAL AND FUNDS BEFORE MAKING PURCHASES THAT THE CHURCH WILL BE FINANCIALLY RESPONSIBLE FOR.

PLEASE SUBMIT THIS FORM AT LEAST TWO WEEKS IN ADVANCE TO ALLOW TIME FOR CHECKS TO BE PROCESSED.

Ministry Requesting Funds: \_\_\_\_\_

Responsible Member: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Vendor Name and Address: \_\_\_\_\_

\_\_\_\_\_

Explanation for use of Funds:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized by: \_\_\_\_\_  
**Ministry Chairperson**

Authorized by: \_\_\_\_\_  
**Finance Ministry**

**For Finance Ministry Use Only**

Finance Officer Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Chart of Accounts Number: \_\_\_\_\_

Date Funds Disbursed: \_\_\_\_\_