Check Request/For Funding

|  |  |
| --- | --- |
| Requested By:  |  |
| Committee/Auxiliary |  |
| Activity or Occasion: |  |
| Brief Explanation & Amount Requested: |  |
| Current Budget/Line  |  Yes No Which line item? |
| New Line Item  |  Yes No for continuous consideration |
| Approved:\* |  |
| Denied:\* |  |

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Requester Signature

Current budgeted or line-items will be given priority to the best of fiscal ability and all new budget or line item requests are subject to board approval. This form MUST be completed and turned in prior to any spending; failure to comply may result in non-reimbursement.

A form MUST be completed for all checks/dispersements/stipends and properly filed for future planning purposes.

Church Use Only

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Any funds returned

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Different amount of funds approved/designated than requested