

REQUISITION FOR FUNDS

UNION BAPTIST CHURCH
6701 Washington Pike
Knoxville, TN 37918
DiscoverUnion.org

Date Requested:

**ALL EXPENDITURES MUST BE
PRE-APPROVED**

Date Required:

Submitted By

Name:

Ministry:

E-mail Address:

Telephone Number:

Charge to What Budget Item?

Amount Requested:

How to be paid?

Check payable to:

Charge to credit card or vendor name:
(Ex: VISA, Sam's, Lifeway, etc)

Purpose of Request:

Is this item to be repaid by participants? If so, how:

Signatures

Your Signature

Date

Pastor's Signature

Date

Finance Signature—Received

Date

APPROVED:

DECLINED: