

REQUISITION FOR FUNDS



ALL EXPENDITURES
OVER \$300.00
MUST BE PRE-APPROVED

Date Requested:

Submitted By

Name:

Ministry:

Charge to What Budget Item?

Purpose of Request:

(Use back of sheet if more space needed)

Amount Requested:

Check Requested—Payable to:

Charge to credit card:
(Ex: VISA, Sam's, Lifeway)

Your Signature

Pastor's Approval & Date

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