

# FUND REQUEST FORM

**Instructions:**

1. Please fill out this form completely. Missing information may delay your request
2. Request Form can be email, fax, or brought into the church office.
3. Request Form should be submitted two weeks (2) prior to date needed.
4. Request Form must be approved by Elder Board before request can be process.

Date of Request: \_\_\_\_\_

Requested by: \_\_\_\_\_

Payment to: \_\_\_\_\_

Ministry: \_\_\_\_\_

Event: \_\_\_\_\_

Type of request:  Request for Funds     Reimbursement of Expenses

Expense Type	Amount
Facility/Accommodations	
Transportation (Rental)	
Food/Meals	
Book/Curriculum	
Training & Development	
Equipment	
Incidental Items	
TOTAL CHECK AMOUNT	

Description/Additional Information: