

Request for Funding

*All expenses to the budget must be pre-approved **prior** to incurring the expense. Please complete this form and return to the Financial Controller's office. The Church Officers will review the expense on Wednesday's and give approval if funds are available. Once approved, you will be notified and may proceed with your order. When the invoice comes in, please notate the approval date on the invoice, and submit to the Financial Controller for payment.*

Amount Requested: \$ _____ , _____ . _____

When funds are needed: _____ / _____ / 2009

Payable to: _____

Reason for expense:

(If known) Budget line number: _____

Budget line description: _____

Submitted by: _____

Email address: _____

Approved by: _____

(Staff Supervisor or Leadership Ministry Team Member)

Financial Approval Date: _____ / _____ / 2009

By: _____



PILGRIM
LUTHERAN CHURCH



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