



REQUEST FOR CHURCH FUNDS

Please read prior to completing form)

- The "Request for Church Funds" form must be submitted to the church office in a sealed envelope two (2) weeks prior to the dates the funds are needed.
- When the "Request for Church Funds" has been approved and the check prepared, it will be mailed to you.

Name: _____ Date: _____

REQUEST ONLY

Purpose: _____

_____ Amount of Funds Requested \$:

_____ Date Required: _____

Check Payable to: *Click or tap here to enter text.* _____

Mail check to (If name different from above: _____

Signature _____

(Department Head)

REIMBURSEMENT

All receipts must be attached

Purpose: *Click or tap here to enter text.* _____

Amount of Funds Requested \$: _____ Date Required: _____

Check Payable to: *Click or tap here to enter text.* _____

Mail check to (If name different from above: _____

Signature _____

**Please Note: All Checks Will be Mailed
FOR OFFICIAL USE ONLY**

Payee _____

Date _____ Amount \$ _____ Check # _____

Acct. Name _____ Acct.# _____

Authorized by _____ Date _____