**REQUEST FOR FUNDS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | Click or tap to enter a date. |  |  |
|  |  |  |  |
|  |  |
| **Type of Request** | [ ]  Use of Credit Card [ ]  Use of Personal Funds [ ]  Reimbursement of Personal Funds [ ]  Check Advance [ ]  CPBC Check |
|  |  |  |  |  |  |
|  |  |  |  |
| **Requestor** | Click or tap here to enter text. | **Email** | Click or tap here to enter text. |
|  |  |  |  |  |  |
|  |  |  |  |
| **Payee** | Click or tap here to enter text. | **Address** | Click or tap here to enter text. |
|  |  |  |  |
| **Form W9** | [ ]  Attached [ ]  On file in Finance Office |
|  |  |  |  |
| **Reason/For** | Click or tap here to enter text. |
|  |  |  |  |
|  |  |  |  |
| **Authorizing Ministry** | Choose an item. | **Other** | Click or tap here to enter text. |
|  |  |  |  |
|  |  |  |  |
| **Amount** | $Click or tap here to enter text. | **Account Number/Name** | Click or tap here to enter text. |
|  |  |  |  |
| **Description** | Click or tap here to enter text. |
|  |  |  |  |
|  |  |  |  |
| **Amount** | $Click or tap here to enter text. | **Account Number/Name** | Click or tap here to enter text. |
|  |  |  |  |
| **Description** | Click or tap here to enter text. |
|  |  |  |  |
|  |  |  |  |
| **Signed** |  | **Date** | Click or tap to enter a date. |
|  | (Ministry Chair) |  |  |  |
|  |  |  |  |
| **Comments** | Click or tap here to enter text. |
|  |  |
| [ ]  **Approved** [ ]  **Denied** |
|  |  |  |  |
| **Signed** |  | **Date** | Click or tap to enter a date. |
|  | (Treasurer) |  |  |  |
|  |  |  |  |
| **Comments** | Click or tap here to enter text. |
|  |  |  |  |
| **FOR OFFICE USE**  |  |  |
|  |  |  |  |
| Trustee Verification |  |
|  |  |  |  |
| Advance Issued |  | Receipts Received |  | Total | $ |
|  |  |  |  |  |  |
| Unused Funds | [ ]  Yes [ ]  No  | Funds Returned |  | Batch # |  |