**REQUEST FOR FUNDS**

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