

**SJBC BUDGET & FINANCE COMMITTEE
REQUEST FOR FUNDS**

Requestor: _____ Date: _____

Ministry Committee Requesting Funds: _____

Budget Line-Item to be Charged: _____ Code: _____

Reason for Request: _____

2022 Budget

Amount of Request: _____ Date Required: _____

(Allow minimum of 7 days)

Check Payable to: _____

Mailing Address: _____

Memo Section Note *(to be completed by Staff only)*: _____

Mail Check? Call for Pick-Up? Yes No Phone No. (_____)

Requestor's Signature: _____ Date: _____

Approved By: _____ Date: _____

Reviewed & Approved By: _____ Date: _____

(Operations Director, Tracy Davis-Hunt)

PLEASE ATTACH RECEIPTS, CONTRACTS AND ANY SUPPORTING DOCUMENTS TO THIS FORM AND PLACE IN OPERATIONS MANAGER'S BOX OR IF A MINISTRY, LEAVE WITH REV. TRUITT. TO BE CONSIDERED FOR REIMBURSEMENT, VOUCHERS MUST BE SUBMITTED WITH 60 DAYS OF THE INCURRED EXPENSE.

Please Do Not Write Below This Line

Approved: _____ Disapproved: _____ Date: _____

Approved: _____ Disapproved: _____ Date: _____

Reason for Disapproval: _____

Check#: _____ Date: _____ Support Documents Attached: Yes No