



APEX FIRST BAPTIST CHURCH FUNDS REQUEST FORM

NOTE: YOU MUST BE THE CHAIRPERSON/CO-CHAIRPERSON OF THE MINISTRY TO REQUEST FUNDING.

This form is used when funds are needed for an event or item that is aligned with the vision and growth of Apex First Baptist Church. Funds should be requested at least 10 days prior to the date the funds are needed. Invoices and supporting documentation/details should accompany the request. All disbursements require proof of the purchase within two weeks of receiving the funds.

Please complete this form in its entirety, then submit it to the Finance Office.

NOTE: Individuals should not use personal funds to make purchases for the church or a ministry. AFBC will not grant reimbursements for purchases made with personal funds.

Ministry:		Date Funds Needed:	
Event Name (if applicable):		Estimated # of people expected:	
Name of Ministry Leader:		Phone:	E-mail:
Amount of Request: \$	Do you want us to: <input type="checkbox"/> Place Check in Finance Box <input type="checkbox"/> Mail Check <input type="checkbox"/> Pay on-line		
Payable to:		Payee Phone:	
Payee Address:			
Where will items(s) be stored (if tangible)?			
Please explain the purpose for the requested funds: (attach the invoice and supporting documentation; and attach document of explanation – if needed)			
Signature of Ministry Leader:			Date:
For Office Use Only To be completed by Authorized Personnel Only			
Signature of Treasurer:		Date:	
Comments: _____		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	YTD Expenses: \$
_____			Annual Budget: \$
_____			Balance after Disbursement: \$
Signature of Budget Ministry (Chairperson):			Date:
Comments: _____			<input type="checkbox"/> Approved <input type="checkbox"/> Denied

Check Number:	Amount Approved: \$	Date Disbursed:	