



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. **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.**

Please write legibly and fill this form out in its entirety, then return it to the Finance Office in person or at apexfbcfinance@gmail.com.

Date: _____

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"/> Mail Check <input type="checkbox"/> Pay online <input type="checkbox"/> Place it in Finance Box <input type="checkbox"/> Other _____		
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; attach a document of explanation – if needed). Note: The purchase of gift cards/certificates with AFBC church funds is prohibited.			
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:	