



FUNDS REQUEST FORM

NOTE: YOU MUST BE THE CHAIRMAN OF THE MINISTRY TO REQUEST FUNDS.

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 14 days prior* to the date the funds are needed. **All disbursements require a receipt of the purchase within two weeks of receiving the funds; please turn-in the receipt to the Finance Office.**

Please write legibly and fill this form out in its entirety, then return it to the Finance Office.

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"/> Place Check in Finance Box <input type="checkbox"/> Mail Check		
Payable to:		Payee Phone:	
Payee Address:			
Where will items(s) be stored (if tangible)?			
Please explain the purpose for the requested funds: (attach a 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:	<input type="checkbox"/> Approved YTD Expenses: \$ <input type="checkbox"/> Denied Annual Budget: \$ Balance after Disbursement: \$
Comments: _____			

Signature of Budget Ministry (Chairperson):		Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Comments: _____			

Check Number:	Amount Approved: \$	Date Disbursed:	