



2811 Fendall Avenue | Richmond, VA 23222
Glorify God | Edify the Church | Lift the Community

Financial Request Form

TO: Executive Minister
Director of Finance & Membership

FROM: _____

DATE: _____

MINISTRY INFORMATION: _____

All requests must be submitted at least **30 days in advance** of the event. Please provide receipts or invoices and specific details regarding your request (i.e. time, location, dated, itemized list of items needed and/or purchased).

PURPOSE: _____

EVENT DATE: _____

NEEDED BY: _____

AMOUNT REQUESTED: \$ _____

MAKE CHECK PAYABLE TO: _____

WILL BE PICKED UP BY: _____

MAIL TO: _____

PLACE IN MAIL SLOT: _____

ACTION AUTHORIZATION BY:

Approved: _____
Designated Church Official

Date

Declined: _____

Date

Rationale: _____

Revised 01/19