

**CALVARY BAPTIST CHURCH  
REQUEST FOR MONEY**

*PLEASE USE THIS FORM FOR MONEY REQUESTS OVER \$50.00*

*This form must be filled out completely and submitted to the church office to be forwarded to the Personnel/Finance Committee Chairperson or the Church Treasurer a week before you need the money.*

DATE OF REQUEST: \_\_\_\_\_ NEEDED BY: \_\_\_\_\_  
DATE

REQUESTING COMMITTEE/MEMBER: \_\_\_\_\_

AMOUNT REQUESTED \_\_\_\_\_ BUDGET CODE: \_\_\_\_\_

BUDGETED ITEM: YES NO NON-BUDGETED ITEM: YES NO  
CIRCLE ONE

COST BREAKDOWN: \_\_\_\_\_  
ATTACH ADDITIONAL PAGE IF NEEDED

REQUESTED ITEM: \_\_\_\_\_

ITEM DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_  
ATTACH ADDITIONAL PAGE IF NEEDED

PAYMENT TO BE MADE TO: (Name & address)

\_\_\_\_\_  
\_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_  
SIGNATURE

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*(NOTE) IF THIS ITEM IS NEEDED RIGHT AWAY, IMMEDIATELY NOTIFY THE TREASURER OR CHAIRMAN OF THE PERSONNEL & FINANCE COMMITTEE TO EXPEDITE APPROVAL.**