



Request Form

(Please read entire form before completing)

Return completed form to the Administrative Office. Please Give Administration At Least Three Weeks Notice On All Requests.

Requester/Auxiliary Information

Name: _____ Today's Date: _____

Requestor's Phone Hm: _____ Cell _____ Work _____

E-mail Address: _____

Name of Ministry/Auxiliary: _____ Name of President: _____

- Type of request:
- Purchase
 - Room(s) needed
 - Reorder/Upgrade
 - Furniture
 - Travel
 - Counseling
 - Petty Cash
 - Rehearsals
 - Activity/Event
 - Meeting with Pastor
 - Other...

Detailed Request Information

Activity Date: _____ Duration of Activity: _____

Outside vendors needed:

- Security
- Party Equipment
- Audio/Video Equipment
- Catering
- Transportation
- No Vendors Needed
- Need assistance from other auxiliaries/staff (specify below)
- Other...

Briefly explain the purpose etc...

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- Is this part of your planned request Yes No
- Is this part of your planned and approved budget Yes No
- Will this be reoccurring Yes No
- Will this require PR Yes No

What is the overall amount of church funds required for this request? _____

What is your monthly ministry/auxiliary budget? _____

What is your current monthly ministry/auxiliary balance? _____



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Administrative Use Only

Auxiliary Leader/President Signature _____

Date request received: _____ **Was request form complete upon receipt:** _____

Comments:

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Administrative Status:

Reason:

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Date referred to Pastors: _____ **Reference Number:** _____

Administrative Signature: _____

Date request received _____

Comments:

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Pastor Status: _____ **Approved:** Yes No

Reason:

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Pastor Signature _____