



Financial Requisition Form

This form is specifically for:

- Requesting Funds
- Requesting a Purchase for the Ministry
- Requesting a Reimbursement for a recent Purchase for the Ministry

**Please fill out the form below and return to
Gloria Smith (Treasurer) or Greta Gingles (Finance Administrator).**

Date of Request: _____

Date Needed: _____

Your Name: _____

Ministry: _____

Please check the following that applies.

<p>___ Requesting Funds Amount Requested</p> <p>_____</p>

<p>___ Requesting a Purchase Amount Requested</p> <p>_____</p>
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<p>___ Request Reimbursement Amount Requested</p> <p>_____</p>
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Please explain the reason for the request below.

Ministry Coordinator's Signature

Requestor's Signature (if applicable)

For Office Use ONLY

Approved: ___ Yes ___ No Date: _____

Signatures:

A.T. Pearson (Servant-Pastor)

(Treasurer or Finance Administrator)