

1. Obtain Request for Funds Form (To ensure that your request for funds is expedited in a timely manner please give yourself a minimum of 2 weeks).
2. Complete form in its entirety (dept. name, check payable to, cost of item, including tax, etc.).
 - A check cannot be made payable to the person requesting funds.
3. Signed approval from Sub-Department Head (Ministry Leader)
4. Signed approval from Department Head (Actual Head of the Entire Department).
5. Bring completed and signed form to Ministry Services for final review.
6. Ministry Services will make copies for:
 - Ministry Services
 - Administration (if needed)
 - Department Head (if requested)
 - Sub-department Head (if requested)
 - Person requesting funds (if requested)
7. Original goes to the Accounting Dept.

NOTE: Remember funds will only be disbursed if the money is available.

MT. ZION BAPTIST CHURCH

Request for Funds

(Please allow 2 weeks to process your request)

Today's Date _____ Voucher # _____ Check Due Date _____

Department Name _____ Sub Department _____

Person Requesting Funds _____

Make Check Payable To: _____

Address (if required): _____

(please provide complete address information)

Description	Unit Price	Quantity	Amount
<i>(Please check one)</i>			Sub Total
			TAX
			TOTAL

I understand that if I spend more than the approved amount that Mt. Zion is not be obligated to reimburse me. (Box must be checked or request will not be processed)

Check Request Authorized Reimbursement Staples Credit Card

Check Mailed on ___/___/___ Picked Up by: _____

Signature of Department Head: _____ Date _____

Signature of Sub-department Head: _____ Date _____

Signature of Chairman of Trustees: _____ Date _____

Signature of Stewardship Committee: _____ Date _____

Signature of Financial Officer: _____ Date _____

*Please return any unused funds with a copy of this request.
No reimbursement will be issued for funds spent over request.
(Please see back for instructions)*