



Pine Grove Missionary Baptist Church



FUNDS REQUEST

****Please submit fund requests to the Budget Coordinator at least one week in advance of the scheduled activity.****

Date: _____

Ministry: _____ Ministry Leader: _____

POC / Phone Number for this request: _____

Activity / Item to be funded: _____

Activity / Item listed in annual budget request: Yes ____ No ____

Date of the Activity / Event: _____

Funds needed by: _____

Itemized List of Cost:

Activity / Item	Estimate

Total amount requested: \$ _____

Total amount approved: \$ _____

Date request received: _____

Ela Washington
Church Clerk

Min. Sharon Staten
Budget Coordinator

C. Jermaine Turner
Pastor

Request for Funds / Disbursement of Funds Policy

1. Prior to purchasing any services or items on behalf of Pine Grove Missionary Baptist Church, members are required to submit a request for funds form one week in advance and receive approval for the purchase.
2. Any member who purchases items or services on behalf of Pine Grove Missionary Baptist Church without prior approval will not be reimbursed for the purchase.
3. Members will not receive credit on their yearly contributions statement for purchases.
4. Ministry leaders are responsible for monitoring the ministry's expenses and ensuring the ministry doesn't exceed its budget.
5. Authorization to use the church credit card for purchases will be done through an approved request for funds form. The church credit card will be used for official church business only.
6. Obtain a request for funds form from the information center / distribution box in the old sanctuary hallway. Complete the form one week in advance of the funds being needed. Submit the request for funds to the budget coordinator for approval.