



Funds Request & Income Report

Email all requests to ELC.SacTreasurer@gmail.com

Note: Funds over \$500 REQUIRE Board approval & signature

Advance Request

1. Fill out sections A, B, D
2. Print, sign, and place in Treasurer mail slot.
3. Original will be return to requester to be scanned and email with receipt(s).

Return unused funds from Advance Funds Request

4. Complete section C from original Funds request.
5. Make copy of the form.
6. Give copy and funds to ushers during offering.
7. Keep originals for your record.

Reimbursement

1. Fill out sections A, B, D
2. Email form & receipts to Treasurer.
3. Keep original for your record.

Income for Ministry (Fundraiser, donation, etc.)

1. Fill out sections A, C, D
2. Print, sign, and make a copy of form.
3. Give copy and funds to ushers during offering.
4. Keep original for your record.

Section A – Information

Name: _____ Ministry Department: _____

Section B – Funds Request

Request Type: _____ Advance Request _____ Reimbursement

Request Amount: _____ Method of Payment: ___ Check ___ Cash ___ Other _____

Payee (Name of individual and/or organization receiving the funds): _____

Date Needed: _____

Section C – Ministry Income/Funds Return

Amount: _____ Where to apply funds: _____

Section D – Explanation/Reason

Requestor's Signature: _____ Date: _____

Board Member's Signature: _____ Date: _____

Official Use (Issued Check Number: _____)