|  |  |
| --- | --- |
| # of People Attending the Event |  |
| Date of the Event |  |
| Desired Food to Be Served |  |
| Desired Drink to Be Served |  |
| Desired Dessert to Be Served |  |
| Desired Decoration Scheme |  |
| Approximate Total Cost | *$* |

Pick Up By Requester: Yes No

Fundraiser: Yes No

|  |  |  |  |
| --- | --- | --- | --- |
| Item Name | Description | Quantity | Price |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Totals | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Item Name | Description | Quantity | Price |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Totals | | |  |

**Kitchen Supplies**

**Office Supplies - Items List**

**General Items - Items List**



**Fund Request Form**

**This Form must be filled out completely**

1. All Fund request must be approved before any item is purchased.
2. Turning in this form does not guarantee that the item can be purchased (See #1 & 6).
3. Once approved the Church office will notify you as soon when the approved items have arrived.
4. **ANY ITEM PURCHASED WITHOUT THIS FORM BEING APPROVED OR TURNED IN WILL NOT BE REIMBURSED.**
5. All requests are made on a fund availability process. Just because there are funds budgeted to an individual ministry does not guarantee that the request will be granted.
6. All items must be for official church use.
7. All items will be purchased by the church office unless otherwise noted. Receipts of purchase must be turned back in to the church office for correct records if the items are denoted as pickup by requester.
8. **All fund Request less than $250 must be tuned in 3 weeks in advance.**
9. **All Fund Requests between $250 - $1000 must be turned in 1 month in Advance.**
10. **All Fund Request Over $1000 must be turned in 3 months in Advance.**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ministry \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why this (these) items (s) need to be purchased:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read the above requirements and I am in agreement to **ALL** of them.

X Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ministry leader: \_\_\_\_\_ Approved \_\_\_\_Rejected

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jon Hardy: \_\_\_\_\_ Approved \_\_\_\_Rejected

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_