



# FINANCE BOARD SUBMISSION FORM

Ministry Name \_\_\_\_\_

Name Of Person Submitting \_\_\_\_\_

Role in Ministry \_\_\_\_\_

Dollar Amount:	<input style="width: 90%;" type="text"/>	Account No.	<input style="width: 90%;" type="text"/>	Nature of Request	<input type="checkbox"/> Onetime <input type="checkbox"/> Ongoing
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**REQUEST**

*Please provide no more than three points that will clarify, provide background, or promote your request for consideration.*

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When do you anticipate making this expenditure? \_\_\_\_\_

In what way, if any, will approval of this expenditure impact other ministries? \_\_\_\_\_

Would you like to attend the Finance Board meeting to present your request? YES  NO

**PLEASE ATTACH SUPPORTING DOCUMENTATION, CONTRACTS, COMPARATIVES, BIDS, ETC.**

Finance Board Approval	Date	Elder Board Approval (if necessary)	Date
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<b>For Office Use</b>					
Date Rec'd	FinBd Mtg	<input type="checkbox"/> Approved <input type="checkbox"/> Forward to Elders: Mtg Date _____	<input type="checkbox"/> Tabled for more info <input type="checkbox"/> Declined	Min Notified	Acct Notified