JMBC Request Form for Funding Over $100

Please Print

Today's Date: _____ /_____ /_____
MM DD YYYY

Event/Activity Funds Are For: _____

Event/Activity Dates: From _____ /_____ /_____ To _____ /_____ /_____
MM DD YYYY MM DD YYYY

Funds Needed By: _____ /_____ /_____
MM DD YYYY

Pymt Type: ☐ **Check Made To**: _____ ☐ **Credit Card** _____
(last 4 numbers)

Name of Ministry Acct.:_____ **Fund Account Number:**_____

Notify of Approval/Disapproval By: _____ /_____ /_____
MM DD YYYY

Requested By: _____ **Phone #:** _(_____)_____--_____

Itemize Details of Need (use back for additional items):

Item Description	Amount
TOTAL AMOUNT REQUESTED	

For Office Use Only

☐ *Approved* ☐ *Disapproved By* ☐ *Budget Cmte* ☐ *Administrator* *Date:* _____ /_____ /_____
MM DD YYYY

Reason if Disapproved: _____

Funds Account # Used:: _____ *Account Title:* _____

Signature of Approval: _____

☐ *Credit Card#* _____ ☐ *Check (#* _____ *)* *Date of Purchase/Check:* _____ /_____ /_____
MM DD YYYY

Source Code: _____ *Ref #:*_____ *Date Posted:* _____ /_____ /_____
MM DD YYYY

September 22, 2023