

CrossPoint Christian Church

Request to Spend Money

CHOOSE ONE:

This is a request for approval of a purchase
not yet comitted to

Date

This is a request for reimbursement for monies already spent

Make check payable to:

DESCRIPTION OF ITEM(S) (TO BE) PURCHASED

Quantity	Description	Unit Price	Total
Requested by		Grand Total	

Category to be charged (if known)

Will this expenditure be fully or partially reimbursed? If so, provides details (who,how, when, how much)

Additional comments:

Submitted by:

Special Instructions for handling check
(who should it be mailed/given to?)

APPROVALS

Under \$100 for a repeat event/purchase: no approval needed
 over \$100 or new event/purchase: one elder
 over \$500: two elders

Date

Date