



To Know Jesus and Make Him Known

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FUNDS REQUEST

Person Making Request:

Date:

Type of Request:

Check (Or Electronic Payment)

Credit Card Purchase Notification

Reimbursement

Pre-Payment (Receipt and any unspent funds must be returned with 3 days of the event.)

Notification of Future Funds Needed for \$500+

Amount Requested:

Date Needed:

Receipt or Invoice Attached?

Yes

No

Estimate Attached

Paid with Church Debit Card 5770

Charged to Cokesbury Account 7927

Charged to Office Depot Card 4981

Charged to Youth Debit Card 7053

(For Office Use Only)

Line Item to be Charged: _____