

Easley First United Methodist Church

Funds/Gifts in Kind Request

1. Fill out the request and sign.
2. Get the Committee/Team chairperson to sign.
3. Attach any receipts.
4. Place the form on the desk in the office or give to Office Manager.

REQUEST FOR FUNDS/GIFTS IN KIND

Date: _____

Check to be made out to : _____

Address: _____

Amount requested: _____

Reason for request: _____

Account to be charged: _____

Your signature: _____

Committee chair signature: _____

Finance Committee Approval If Over Budget:

OFFICE USE ONLY

Annual Budget Amount: _____

YTD Expenditures: _____ (Over)/Under Budget: _____