

## **SPENDING REQUEST FORM**

Budgeted over \$1,000

Unbudgeted

Requested By: \_\_\_\_\_

Date: \_\_\_\_\_

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

Amount Requested: \_\_\_\_\_

Description of requested purchase and intended purpose:

(If unbudgeted, include budgeted ministry items you'd be willing to forego.)

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Admin Board Decision:

Approved

Denied