

REQUEST FOR COMMITTEE EXPENDITURE
(This form must be filled out and verified by chairperson.)

Committee _____ Chairperson's signature _____

I. Dollar amount of request (or estimate) _____

A. Make check payable to: _____

B. Special Instructions: _____

C. Which budget line item should be charged? _____

II. State whether the dollar amount is:

_____ Increase in existing budget item

_____ Within limits of current Committee budget

_____ New or non-budgeted item

III. State funding source for:

A. New Budget item: 1. _____ Excess Revenue

2. _____ New Source

B. Increase in existing budget item:

1. _____ Excess Revenue

2. _____ New Source

C. State location of new source: _____

IV. Describe the purpose or intended use of expenditure: _____

V. State Presbytery goal and specific Committee's objectives that determine expenditure:

(revised 10/00)