



REQUEST FOR MINISTRY GROUP EXPENDITURE

Presbytery of Baltimore

Date Requested: _____

Date Needed: _____

MINISTRY GROUP:	Current Balance <input style="width: 100%;" type="text"/>
Dollar Amount Requested: _____	
Budget Line Item/Code: _____	
Make Check Payable To: _____	
Address: _____	
Verifying Signature: _____ <i>(Requested by)</i>	
<small>(Convener or Staff Liaison)</small>	
<input type="checkbox"/> Describe purpose or intended use of expenditure	

Itemized Expenditures for Reimbursement Only <i>(optional)</i>		
Date	Item Description	Amount
Total		<input style="width: 100%;" type="text"/>

Handling Instructions *(Check One)*

Mail Check
 Hold Check in Office
 Return Check to Requester

Presbytery of Baltimore | 5400 Loch Raven Blvd. Balto., Md. 21239

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