

# Unbudgeted Expenditure Request Form

## *Murrysville Community Church*

This form should be completed to request funding for items that were not taken into consideration when our annual yearly budget was written and approved in the fall. It can be used to request an increase in funding for an existing budget item, or to request funding for a new project or ministry. The requesting ministry leader should fill out this form down to the double line, and submit it to the board of deacons for consideration.

**If your request is an urgent need,** please contact deacon chairman John Iaconis immediately. He will ensure that everything possible is done to expedite your request.

**Please note:** This form should be completed and approved **BEFORE** making any purchases, to be sure that you will be able to be reimbursed for your spending. If more space is needed, attach additional pages.

**REQUESTOR'S NAME** \_\_\_\_\_

**SHORT DESCRIPTION OF REASON FOR YOUR REQUEST** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ESTIMATED TOTAL ANNUAL COST** \_\_\_\_\_

**DATE NEEDED** \_\_\_\_\_

**Deacon's Recommendation/Approval Signature** (required for all requests): Yes \_\_\_\_\_ No \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ **Adjust existing budget category:** \_\_\_\_\_

\_\_\_\_\_ **Add a new account category called:** \_\_\_\_\_

**Dollar amount for adjustment:** \_\_\_\_\_

**Session's Approval Signature** (required for all new ministries, and any dollar amount over \$300)

Yes \_\_\_\_\_ No \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_