

**United Methodist Church of Murphysboro**  
**Request for Funds (Effective 1-1-2009)**

The following is the procedure for requesting church funds not approved in the current year budget. This procedure is not for emergency funding.

1. Which Ministry is the request for? Check one or more.

Worship\_\_ Health Ministry\_\_ Ministry of Care\_\_ Family\_\_  
Music\_\_ Spiritual Formation\_\_ Youth Council\_\_ Witness\_\_  
Other\_\_\_\_\_

2. Is this a request to amend and increase an already approved budget item? Circle Yes or No? If not, do you want it to become (a) an annual budgeted expense or is it (b) a one-time expenditure? Indicate which\_\_\_\_\_.

3. Briefly state reason for request and amount needed \$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

4. Please identify if the request should be funded by:  
Fund raisers\_\_ Out of regular operations\_\_ Memorials\_\_  
Special Offerings\_\_ Other\_\_\_\_\_

5. Approximate date funds are needed. \_\_\_\_\_

6. Person/committee requesting funds. \_\_\_\_\_ Date of request \_\_\_\_\_

7. Finance committee Approved\_\_\_\_ Not Approved\_\_\_\_ Date:\_\_\_\_\_  
Reason if denied: \_\_\_\_\_

8. Council approval required for expenses greater than \$1000.  
Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Denied by: \_\_\_\_\_ Date \_\_\_\_\_ Reason denied: \_\_\_\_\_  
\_\_\_\_\_