

**OUR SAVIOUR'S LUTHERAN CHURCH**  
**Request for Expenditure**

*This form is designed to give Finance advance notice of an expense before work is done to ensure funds are available. Thanks for your assistance.*

Please put completed form in the Treasurer's mailbox

Person Requesting Expenditure \_\_\_\_\_ DATE \_\_\_\_\_

Organization/Line Item to Charge \_\_\_\_\_  
 (Examples: General Fund, Special Gifts, Building, Cemetery, Endowment)



**Please attach Quote or Estimate**

**To Be Purchased From:** \_\_\_\_\_ **AMOUNT:** \_\_\_\_\_

1) \_\_\_\_\_ \$ \_\_\_\_\_  
 (Name) (Address)

\_\_\_\_\_  
 (Description of Expenditure)  
 \_\_\_\_\_  
 \_\_\_\_\_



2) \_\_\_\_\_ \$ \_\_\_\_\_  
 (Name) (Address)

\_\_\_\_\_  
 (Description of Expenditure)  
 \_\_\_\_\_  
 \_\_\_\_\_



\_\_\_\_\_  
**Total Amount: \$** \_\_\_\_\_

\_\_\_\_\_  
 (Signature of person making the request)



Finance Committee:	(Office Use Only)
Approved By: _____	
Date: _____	
Account #: _____	\$ _____
Account #: _____	\$ _____

Please print clearly