

**Brecksville United Methodist Church
Request for Funds
Gifts & Memorials Committee**

Please complete this form and return it via e-mail to the Gifts and Memorials Chairperson. Your request will be considered at the next scheduled meeting of the Gifts & Memorials Committee. Requests should be submitted at least seven days prior to the scheduled Gifts & Memorials meeting.

Today's Date:

Committee making request:

Date of meeting when your committee approved this request:

Chairperson of requesting committee:

Describe Your Request and the Purpose of Expenditure:

Estimated Cost Detail

A minimum of TWO bids are necessary for expenditures exceeding \$100. Please attach to your requesting e-mail, if possible. Alternatively, please provide hardcopies to the church office.

Date Funds Needed:

Name of TWO people responsible for implementation and follow up:

- 1.
- 2.

For Gifts and Memorials Use

Gifts & Memorial Approval: _____

Date: _____

Payment Check # Date Paid: _____