



REQUEST FOR MINISTRY GROUP EXPENDITURE

Presbytery of Baltimore

Date Requested: _____

Date Needed: _____

MINISTRY GROUP:	Current Balance <input style="width: 90%;" type="text"/>
Dollar Amount Requested: _____	
Budget Line Item/Code: <i>(office use only)</i> _____	
Make Check Payable To: _____	
Address: _____	
Verifying Signature: <i>(Requested by)</i> _____ <div style="text-align: right; font-size: small;">(Convener or Staff Liaison)</div>	
<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: 80%;" 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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