

St. John the Baptist Catholic Parish
Expenditure Request Form

Name of Person requesting funds _____ Phone# _____

Email _____

What specific project/activity is proposed

Amount requested _____ Anticipated date of expenditure _____

How does the project/activity contribute to the parish mission

Approved by _____ Date _____

Return this form to the parish office. This will initiate the approval process of your request. Any proposal that is \$500.00 or greater will be reviewed by the Finance Council.

IF your request is approved, be aware that the approval is contingent on the amount requested above. If costs are discovered to be higher a new request MUST be presented for re-approval.