

WhitNotes™

Dr. Whit's Notes

By Dr. William H. Whitaker, II

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“So that Servant Leaders may utilize the resources I am blessed to have today rather than starting with what I began my ministry in 1995.”

Dr. William H. Whitaker, II

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Thank you and Lord bless you.

Arrive. Enjoy. Leave the Rest to Us!

Dr. William H. Whitaker, II
Founder, Director, and Ministry Trainer
CBA1: The Church Business Administration Network

REQUISITION FOR FUNDS

Today's Date: _____ Date Check Needed By: _____

Please Note: Depending upon the availability of church funds, the requested funds will be available by the requested date. Please give at least 5 – 7 business days for your requisition to be filled.

Pay To: _____ Address: _____

Telephone #: _____

Email Address: _____

Delivery Instructions

Hold Check with Church Administrator Deliver Check to the Above Address

Deliver Check to: Name _____

Address _____ Phone # _____

Purpose of Request (*Attach an additional sheet/receipts if necessary.*)

Requisition Details:

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1			
2			
3			
4			
5			

Total Amount Requested \$ _____

If money will be collected for this event, please state the amount you plan on collecting and the date the collected funds will be turned in to [Your Church's] Finance Office.

Anticipated Amount to be Collected \$ _____ Date the Funds will be Submitted _____

Are any other funds to be requested from the church for this event in addition to those listed on this requisition?

__ Yes __ No If yes, please turn in all other requisitions for this event along with this requisition.

Requisitions for any ministry event will only be considered if all other requisitions associated with the same event are submitted at one time.

Requested by: Print Name _____ Signature _____

Email: _____ Phone Number: _____

***** **For [Your Church] Office Only** *****

Budget Line Item: _____ Check #: _____

Check Date: _____ Check Amount: _____

REQUISITION FOR FUNDS

(cont'd.)

Requisitioning & Budgeting Guidelines

The _____ has the final authority for approving the annual Ministry Budget of Your Church. It is the responsibility of all YC ministry leaders and designated staff to be knowledgeable of and operate within the annual ministry budget as approved by the _____. Revisions to the approved budget will only be considered in instances of emergency. However, should revisions to the approved budget be needed to accommodate a requisition for funds during the course of the fiscal year, ...

- 1) The Church Administrator along with the _____ collectively have the authority to make line-item budget revisions as deemed necessary throughout the year so long as the revisions do not increase the total _____ approved annual budget.
- 2) Prior to increasing the originally adopted annual budget of Your Church, the requested proposal for budgetary increase must be presented to by the Church Administrator to the Church Treasurer.
- 3) If approved by the Church Treasurer, the revisions will then be presented to the _____ for final consideration and approval.

Approval Signatures

Ministry Leader:

I have reviewed the details and information for this event and would like to have the requested funds withdrawn from the budgeted line items of which I am the leader.

Date: _____ Ministry Leader's Signature: _____

Church Administrator:

I have reviewed the ministry budget from which these funds will be withdrawn and...

_____ The stated ministry line item **does have** sufficient funds to cover the requested amount.

_____ The stated ministry line item **does not have** sufficient funds to cover the requested amount and the Ministry Leader is asked to reduce the requested amount to remain within the ministry's approved annual budget.

_____ The stated ministry line item **does not have** sufficient funds to cover the requested amount. However, revisions have been made to the stated ministry line item. Such revisions have been presented to the Church Treasurer and do not increase the approved YC annual budget.

_____ The requested funds have required revisions to the stated ministry line item(s) and has also required an increase to the originally Finance Committee approved YC budget for the current fiscal year. A proposal for the requested budget amendment has been properly presented to and approved by the _____ to accommodate the funds requested in this voucher.

Date: _____ Church Administrator's Signature: _____

Church Treasurer

_____ I confirm that the requested funds are approved under the terms stated above by the Church Administrator of Your Church.

Date: _____ Church Treasurer's Signature: _____