

HARVARD AVENUE EVANGELICAL FREE CHURCH

FINANCE REQUEST FORM

206 W. St. Charles Rd., Villa Park, IL 60181

Phone: 834-2650 Fax: 834-0870

Date Submitted: _____

For Office Use

Team Contacts: _____

Approved/Not Approved:

(Finance Team Chairperson)

Date: _____

Please Note: The finance request form is to be used only if the team has not budgeted the item requested. If necessary, the finance team will contact you to discuss rationale for the request.

Team _____

Item/Ministry Needed:

Approximate Cost of Item/Ministry Need:

Rationale for the Item/Ministry Need:

Have you obtained multiple quotes: _____ Yes _____ No

Is this the best quote:: _____ Yes _____ No

If No, please explain: _____

Additional Information:

Point of Contact for this request _____

Work Phone _____ Home Phone _____

Signature of Team Chairperson _____