 **Pre-approval of Unbudgeted Expenditure Request\***

Ministry title:

Date submitted: Submitted by:

 Non-budgeted item amount: $

Vender:

Funds will be used for:

Signed:

For Treasurer use

Date received: Approved Additional info requested Disapproved

Church Budget Account:

Signed: Date signed:

\***Fairview Church Expense Remuneration Procedure**: For payments not from an approved Ministry budget from which you are authorized to spend against, please obtain pre-approval of expenditure from Fairview Treasurer via this “Fairview Pre-approval of Unbudgeted Expenditure” form prior to making the expenditure.