



St. Stephen Baptist Church
 5757 Temple Hill Road
 Temple Hills, Maryland 20748
 (301) 899-1724 (Trustee Office)
 (301) 899-2555 Fax
 Bishop Lanier C. Twyman, Sr., Pastor

FUNDS REQUEST FORM

PLEASE SUBMIT FORM 2 WEEKS PRIOR TO PLANNED ACTIVITY

Ministry: _____

Date of Request: _____

Date Funds Needed: _____

Amount Requested \$ _____

(Attach all original itemized invoice(s), vendor quotes and original receipt(s))

(Choose Payment Method)

Check

Credit Card

Reimbursement

Online Payment

If check required: Payable To: _____

Purpose or Activity Planned (Itemize, if applicable)

 Authorized Ministry Head

 Executive Leader

Do Not Write Below This Line

APPROVED: _____

NOT APPROVED: _____

BUDGETED AMOUNT: \$ _____

GIFTS TO MINISTRY: \$ _____

FORWARD BALANCE: \$ _____

BALANCE AFTER REQUESTS: \$ _____

CHECK NUMBER: _____

DATE DISBURSED: _____

ADDITIONAL FUNDS: \$ _____

DATE: _____

FUNDS REIMBURSED: \$ _____

DATE: _____

*All ministries must have their Team Leader's and Executive Leader signature on the form **PRIOR** to submission. If the Executive Leader is the Team Leader then the Executive Pastor Clarence Dow has to sign it.*