

HTLC Requisition and Financial Justification Form

This form is required for any non-budgeted expenditures over \$100 or items exceeding the budgeted amount.

Name _____		Date _____	Committee or Position _____
Expenditure Description (What is it? Who is it for?)			
Reason Required (Explain why this expenditure is necessary for the mission of the church)			
Cost			
Purchase Price	_____		
Sales Tax	_____		
Shipping	_____	Is this expense partially covered in the Budget?	_____
Installation	_____	Amount in budget?	_____
Total Cost	_____	Net of budget exception:	_____
Financial Justification Summary (Why should this money be spent for this item at this time? How should it be paid for; general fund, designated fund, etc?)			
Approvals			
Team Leader/ Staff	_____	Date:	_____
Senior Pastor	_____	Date:	_____
Treasurer	_____	Date:	_____
Finance Committee	_____	Date:	_____
Signatures Required: >\$100 – Team Leader/ Staff		>\$250 – Above and Senior Pastor	
>\$500 – Above and Treasurer		>\$1000 – Above and Finance Committee Rep.	