

Saint Mary of the Mount Out of Budget Request Form

Complete the form below in order to request funds **over your allocated budget**. Your request will be reviewed by the Parish Finance Council, which will make a decision at the next meeting. The council usually meets on the last Thursday of each month. Your funds request will get a **yes** or **no** vote at that meeting, unless further information or consideration is requested by the PFC. Keep this timeline in mind when turning in a request to ensure that the committee have ample time to review and research as needed. Please attach or e-mail any research you have done on cost and be sure to include enough detail about how the funds will be spent.

Email or submit a hard copy of this form to the parish office.

Your Name(s) _____

Phone Number(s) _____

E-Mail _____ Date of Request _____

Reason for your Request _____

How the money will be spent

Items to be Purchased	Estimated Cost
Total	

***Out of Budget Request Determination
To be complete by Office Manager and Finance Council only***

When completed, make 1 copy for file, and deliver 1 copy to requesting party.

Date of Committee Meeting: _____

Request Being Considered: _____

Recommendation (Circle one):

Approval ■ *Approval with stipulations stated below* ■ *Denial* ■ *More Information Needed*

Stipulations for Approval/Reason for Denial/Additional Information Being Requested: _____

Date of PFC Meeting: _____

Result of Membership Vote (Circle one):

Approved

Approved with stipulations stated by Budget Committee

Approved with new stipulations stated below

Denied

More Information Requested

Stipulations for Approval/Reasons for Denial/Additional Information Being Requested: _____

Date copy was delivered to requesting party: _____

Date of Disbursement (Approved Requests Only): _____

Funds Disbursed From (ex: Church Operating, Fundraising, Social Service etc.)
