

INSTRUCTIONS:
 Submit to the Facilities Manager (jfong@fcbc.org)

1. Submit to businessboard@fcbc.org at least one week before the monthly Business Board meeting.
2. Include supporting documents such as bids, contracts, references, cost analysis, etc.
3. **Submit at least TWO weeks prior to the event date.** Additional approvals required for increasing amounts according to the Expenditure Approval Policy.
4. Appropriate approvals required BEFORE making purchases or payment requests.
5. After Business Board approval, requester is responsible for check requests, contract signing, etc.

3. Complete the "Facilities/Activities Request" form (if applicable)

Request Date	Need Date	Department/Ministry	Contact Name	Email or Phone
_____	_____	_____	_____	_____

Ministry/Dept. Budget to Charge Name _____	Amount Requested \$ _____	Date _____	Type of Expenditure <input type="checkbox"/> Budgeted <input type="checkbox"/> Unbudgeted
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Provide Description of Expenditure _____ Email _____

Department/Ministry _____
 Purpose of Expenditure _____
 Event _____
 Ministry Purpose _____
 Requested Date(s) _____ Start Time: _____ am/pm Time End _____ am/pm

Items Requested: (state items, quantities, deliverables, schedule)

Tables # _____ Chairs # _____

Audio-Visual equipment _____

Music Instruments _____

Other _____

Contracts / Obligations / Risks & Liabilities (contract must be reviewed and signed by Trustees)	Warranty / Service / Maintenance & Sustainability Requirements (post-purchase costs)
Requester agrees to promptly return and reimburse FCBCLA for any loss or damage to the items listed above.	
Signature of Requester _____	Date _____

Method of Payment / Schedule of Payments	External References / Competitive Bids (required if expenditure >\$5,000)
CHURCH OFFICE USE ONLY	

Signature Approval:
 Other Information (e.g., vendor info, alternative solutions, cost analysis, accountability)

Facilities Manager _____ Date _____

If Applicable:

Signature – Business Board Chair _____	Date _____	Amount Approved _____
Audio-Visual Director _____		Date _____
Music Minister _____		\$ _____ Date _____

Additional Approvals (see Expenditure Approval Policy)

Executive Council Chair _____ Date _____

Members' Approval _____ Members' Meeting Date _____

Expenditure Approval Policy

Budgeted Expenditures	Range	Required Approvals
Level 3	\$50,000 or more	Church Membership Executive Council Business Board Department Head
Level 2	\$30,000 to < \$50,000	Executive Council Business Board Department Head
Level 1	\$5,000 to < \$30,000	Business Board Department Head
Level 0	< \$5,000	Department Head

Unbudgeted Expenditures	Range	Required Approvals
Level 3	\$25,000 or more	Church Membership Executive Council Business Board Department Head
Level 2	\$10,000 to < \$25,000	Executive Council Business Board Department Head
Level 1	< \$10,000	Business Board Department Head