

# Expenditure Request for Business Board Approval

## INSTRUCTIONS:

1. Submit to [businessboard@fcbc.org](mailto: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. 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.

<b>Request Date</b>	<b>Need Date</b>	<b>Department/Ministry</b>	<b>Contact Name</b>	<b>Email or Phone</b>
<b>Ministry/Dept. Budget to Charge</b>		<b>Amount Requested</b> \$		<b>Type of Expenditure</b> <input type="checkbox"/> Budgeted <input type="checkbox"/> Unbudgeted
<b>Brief Description of Expenditure</b>				
<b>Purpose of Expenditure</b>				
<b>Statement of Work</b> ( <i>deliverables, schedule</i> )				
<b>Contracts / Obligations / Risks &amp; Liabilities</b> <i>(contract must be reviewed and signed by Trustees)</i>			<b>Warranty / Service / Maintenance &amp; Sustainability Requirements</b> ( <i>post-purchase costs</i> )	
<b>Method of Payment / Schedule of Payments</b>			<b>External References / Competitive Bids</b> <i>(required if expenditure &gt;\$5,000)</i>	
<b>Other Information</b> ( <i>e.g., vendor info, alternative solutions, cost analysis, accountability</i> )				

<b>Signature – Business Board Chair</b>	<b>Date</b>	<b>Amount Approved</b>
_____	_____	\$ _____

**Additional Approvals** (*see Expenditure Approval Policy*)

<input type="checkbox"/> <b>Executive Council Chair</b>	<b>Date</b> _____
<input type="checkbox"/> <b>Members' Approval</b>	<b>Members' Meeting Date</b> _____

# 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