

Expenditure Request for Business Board Approval

INSTRUCTIONS:

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. 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.

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

Signature - Business Board Chair	Date	Amount Approved
_____	_____	\$ _____

Additional Approvals *(see Expenditure Approval Policy)*

Executive Council **Date** _____

Church Members **Members' Meeting Date** _____

Expenditure Approval Policy

Budgeted Expenditures	Range	Required Approvals
Level 0	\$5,000 or less	Department Head
Level 1	Over \$5,000 to \$50,000	Business Board Department Head
Level 2	Over \$50,000	Church Members Business Board Department Head

Unbudgeted Expenditures	Range	Required Approvals
Level 1	\$50,000 or less	Business Board Department Head
Level 2	Over \$50,000	Church Members Executive Council Business Board Department Head