



To avoid miscommunication within our church, and to ensure that all the proper people are informed, this form must be completed, then submitted for approval before starting a project within the church. Signatures of all Trustees and Finance committee members are required, so please allow 2 weeks for approval before starting the project. Please note that reimbursement will not be permitted without a copy of this signed Approval Form and attachment of original receipt/s for materials.

PROJECT: _____

PURPOSE OF PROJECT: _____

PLEASE INCLUDE A DETAILED DESCRIPTION OF THE PROJECT (sketch if necessary), AREA WHERE PROJECT WILL BE DONE, & INCLUDE MEASUREMENTS (IF APPLICABLE):

LIST OF MATERIALS REQUIRED FOR THIS PROJECT:

ESTIMATED COST OF SUPPLIES NEEDED FOR PROJECT: \$ _____

WHICH ACCOUNT WILL BE USED TO PAY FOR THIS PROJECT?

NAME OF QUALIFIED PERSON/S WORKING ON PROJECT:



Trustees Project Request Form

ESTIMATED TIME TO COMPLETE PROJECT: _____

NAME OF PERSON SUBMITTING FORM: _____

DATE: __/__/_____

CONTACT INFORMATION: _____

SIGNATURES OF TRUSTEES

SIGNATURES OF FINANCE COMMITTEE

PROJECT HAS BEEN: APPROVED _____ DENIED _____ DATE: __/__/_____