



DIOCESE OF LONDON
APPLICATION FOR CAPITAL EXPENDITURE
(please print clearly)

Almost all capital projects undertaken at our parishes require the services of an architect and/or engineer because our buildings are classified as "Assembly Occupancy" buildings under section 2.3 of the Ontario Building Code.

Capital projects in excess of \$25,000 must be pre-approved by the Financial Administrator of the Diocese.

Projects in excess of \$25,000 are not to be split into pieces, nor is a contractor to issue multiple smaller invoices to avoid needing approval. This practice is not only in contradiction of the policy but is also unethical.

The Parish of _____ City _____ No. _____

Requests permission to spend the sum of\$_____

For the following purpose: _____

Signature of Pastor

Signature of Finance Committee Chair

Signature of Business Manager

Name of Pastor

Name of Finance Committee Chair

Name of Business Manager

Date

Date

Date

Please submit completed form to Building & Property Coordinator along with any paperwork.

APPROVED:

The Roman Catholic Episcopal Corporation of
the Diocese of London in Ontario

Date

By: Andrew Jardine, Chief Financial Officer