Form #3

ST. MARK THE EVANGELIST CATHOLIC CHURCH AND SCHOOL

REQUEST FOR FUNDS
OUTSIDE BUDGET PROCESS

☐ St. Mark the Evangelist Catholic Church

Ministry: _____ Date _____

Account: _____

☐ St. Mark the Evangelist Catholic School

Description (include reason for request and necessity):
Amount: _____ (Attach 3 estimates)

Approval Recommended:

_____ _____

Ministry Chair Business Manager

Absent extraordinary circumstances, this request must be submitted to the Business Manger at least 7 days prior to scheduled Finance Council Meeting.