

Westminster Presbyterian Church

Family Emergency Fund (FEF) Expenditures Request

(must be used to request FEF funds if in excess of \$125 per quarter)

Date of Request: _____

Requested by: _____

Item requested and rationale for purchasing item. (How will it be used?)

Total cost of item(s): _____

Anticipated vendor: _____

Special circumstances that might affect total cost: _____

Requestor wants check issued to vendor for purchase amount? yes no

Requestor will purchase item and seek reimbursement with original receipt and completed Reimbursement Form? yes no

If request is approved and purchase is made, requestor agrees to submit original receipt and a second copy of the Request to Purchase form to the Stewardship Chair after the purchase is made.

****Please turn the completed form in to the Church Office to be submitted to the Stewardship Committee.**