



FBC Stanleyville Expense Pre-Approval Form

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| Ministry / Department / Committee Name | |
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| | |
|------------------------|--|
| Project / Program Name | |
|------------------------|--|

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|--------------|----|
| Total Amount | \$ |
|--------------|----|

| | |
|-------------|--|
| Description | |
|-------------|--|

| Provide Detailed Costs | Item / Service | Cost (or estimate) | Vendor Name |
|------------------------|----------------|--------------------|-------------|
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|--------------|---|
| Requested By | Name |
| | Signature Date |

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| Approved by Senior Staff, Ministry Leader, Comm. Chair | Name |
| | Signature Date |

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|----------------------------------|---|
| Approved by Finance Committee | Name |
| | Signature Date |

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|-------------|--|
| Attachments | |
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| Notes / Special Instructions: |
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