



Mission: To develop a loving community that inspires people to come to Jesus, become like Jesus, and overcome in Jesus.

Capital Asset Purchase and New Funding Requests

Use this form to request approval for capital asset purchases, purchases above \$500, or non-capital purchases over and above your department's Church Board-approved base budget

Funding Request Amount	
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Request Date	
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Date Needed	
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Name of Requester	
Email Address	
Phone Number	
Department/Ministry Name	

Please provide a description of the request in the box below and answer the questions that follow.

1. Is this purchase intended to replace an existing item?		Yes	No
a. If replacement, why replacing?			
b. Will item need storage? If so, where will it be stored?			
2. What level of priority would you assign to this request?		High	Medium Low
3. Is this expense related to a new program?		Yes	No
a. If for a new program, what is the name of the new program?			
b. How critical is this item to the success of the program?			
c. What would be the consequence of not having this request approved?			
4. What is the expected benefit of having this item or service?			
a. When are the benefits expected to be realized (in # of months)?			
b. How many people per year are expected to benefit?			
5. If someone besides the requester, whom should Glendale Finance contact for any additional questions?		Name: Contact Info:	

Funding Request Frequency	One-time	Recurring
Is this a reimbursement?	Yes	No

Please attach price quotes from 2-3 vendors offering the same/similar goods/services. If only one quote is available, please explain reason for sole source. Complete the area below or provide an attachment with information about the preferred vendor/supplier.

Vendors Contacted (circle name of preferred vendor)	
Why was this Vendor selected?	
Preferred Vendor Email Address	
Preferred Vendor Phone Number	
Preferred Vendor Address	

For Glendale SDA Church Treasury Use Only:					
Request approved by Finance Committee?	Yes	No	Note: If requested amount is greater than \$500, request must be approved by both the Finance Committee and Church Board.	Payment Number	
Date approved/disapproved by Finance				Payment Issue Date	
Request approved by Church Board?	Yes	No		Payment Funding Source (Fund/Account)	
Date approved/disapproved by Board				Fund/Account available balance before this request	
Requester notified of Board decision?	Yes	No		Less: this request	
Date Requester notified				Fund/Account available balance after this request	

NOTE: Please submit completed form at least one month prior to requiring funds. You will be notified once the request has been processed.