

Financial Request Form

Policy: All financial purchases must receive prior written approval from the Business Administrator and include supporting documentation (e.g., invoice, receipts, contract, packing slips, etc.) Submit requests no later than 5:00 pm ET on Wednesdays for your check to be ready for disbursement on the upcoming Sunday. Complete sections 1 through 3 and submit to the Business Administrator and Accounting via email, in-person or by mail to the church administrative office at 4750 N. Michigan Rd, Indianapolis, IN 46228.

Section 1 Name: _____ Phone: _____ Date Submitted: _____

**Requested
By**

Ministry Name: _____

Event Name (if applicable): _____

Section 2



Reimbursement



Invoice Payment



Check Request



Cash Advance



Purchase Order

**Request
Type**
Check One

Reimbursement: Requesting reimbursement of approved out-of-pocket ministry/church expenses. Receipts required.

Invoice Approval: Submitting vendor invoice for approval and payment (must include copy of invoice).

Check Request: Requesting payment for approved ministry services or donations (e.g., outreach, honorariums, stipends, etc.)

Cash Advance: Requesting cash for pre-approved ministry expenses. Receipts required for all completed purchases.

Purchase Order: Vendor/Company requires an approved LWCC purchase order for requested equipment or services.

Section 3

Check Amount: _____ Date Needed: _____

**Request
Details**

Make Payable To: _____

Address: _____

City: _____ State: _____ Zip: _____

Description: **MUST** provide the purpose, date, ministry, and any other pertinent details for the expense.

Section 4

Date: _____

**Approval
Section**
*Office/Staff
Use Only*

Authorized Approver's Signature

Assigned COA: _____

Notes: _____

