**United Lutheran Church Endowment Committee**

**Funds Request Form**

1. Date of Request:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Person or group making request:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Number of people served by request:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Describe the proposed use of endowment funds:
5. Describe how the proposed the intended use of the funds is compatible with the mission of United Lutheran Church:
6. Provide receipt or written estimate of the expenditure:

*Receipt or invoice must be submitted after the funds are expended.*

1. Acknowledgement of receipt and a follow up report of how the funds were used is required within 60 days the expense was made, or the event was held.

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| **Office Use Only:**  Include initials of person filling in information:  Date Request was received:\_\_\_\_\_\_\_\_\_\_  Date Board took action:\_\_\_\_\_\_\_\_\_\_\_  Date payment was issued:\_\_\_\_\_\_\_\_\_  Date follow up report was received:\_\_\_\_\_\_\_\_\_  Project complete all requirements met:\_\_\_\_\_\_\_ |