



3301 King Street  
Berkeley, CA 94703  
Office Telephone: 510-655-3660  
<https://progressive4life.org>

## REQUEST FOR FUNDS DISTRIBUTION

Event Planning Form Approved: ☐ Yes ☐ No

If YES, then please attach approval

If NO, then please seek approval

☐ One-Time Event or ☐ Recurring Event

To be used for all funding requests, including purchases and reimbursement of expenses incurred.

All receipts must be attached to form and match total amount, prior to funds being issued.

Form must be submitted at least 14 calendar days prior to date funds are needed.

Upon approval, please allow 7 to 10 business days to receive funds.

Type of Request: ☐ Check Request ☐ Reimbursement

Today's Date: \_\_\_\_\_ Date Funds Needed: \_\_\_\_\_

Requester's Name: \_\_\_\_\_

Ministry Name: \_\_\_\_\_

Reason for Funds: \_\_\_\_\_

Payable to: \_\_\_\_\_

Distribution Method: ☐ In Church Office ☐ In Person ☐ via U.S. Mail

Phone / E-Mail: \_\_\_\_\_

If U.S. Mail, please provide full mailing address: \_\_\_\_\_

	LIST PURCHASE ITEM(S)	AMOUNT
1		
2		
3		
4		
5		
6		
	TOTAL AMOUNT	

### FOR ADMINISTRATIVE USE ONLY:

Date Received: \_\_\_\_\_ ☐ Check No. \_\_\_\_\_ ☐ Credit Card

Elder's Signature: \_\_\_\_\_ Amount Approved: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Date U.S. Mailed or Delivered (In Church Office or In-Person): \_\_\_\_\_

## Request for Funds / Disbursement of Funds Policy:

1. Download the form from the church's website <https://progressive4life.org> or pick-up a hard copy in the church's office.
2. Prior to purchasing any services or items on behalf of Progressive Missionary Baptist Church, members are required to submit form at least 14 calendar days prior to date funds are needed.
3. Any member who purchases services or items on behalf of Progressive Missionary Baptist Church, without prior event approval, will not be reimbursed.
4. Members will not receive credit on their yearly contributions statements for purchases.
5. A ministry leader is responsible for monitoring the ministry's expenses and ensuring the ministry doesn't exceed its budget (forthcoming in 2026).
6. Authorization to use the church credit card for purchases will be approved through the form. The church credit card will be used for official church business, only.
7. Any unused funds are to be returned to the Finance Team.
8. **Where to submit documents**: Place completed documents inside the finance room drop box, across from the women lounge. All receipts must be attached to form and match total amount. Drop box will be checked every Sunday.

Use this space for additional comments: