

RVCC Funds Form

Requestor:

Event Date	Ministry	Event
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What will be/was purchased?	Name
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- Advance \$_____ (Receipt to be submitted within 1 week of event)
- Reimbursement \$_____ (Receipt is attached)
- Notification \$_____ (Do not reimburse, Receipt is attached)
- Other: _____ \$_____ (RVCC will be invoiced)
- Nazarene Publishing House Order # _____

Approximate amount of NPH order: \$_____

Actual amount of NPH order: \$_____ (Treasurer)

Ministry Director:

I approve the expenditure described in this request.

Signature of ministry director	Date
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Treasurer:

Advance Date: _____ Advance Amount: _____

Amount: _____ Cash Check Check Number: _____

Paid to: _____ Date: _____