

**SAINT JOHN BAPTIST CHURCH BUDGET REQUEST**  
**(Supplies, Gifts, Conventions, Dues, Equipment, etc.)**

(Please use this form for budget requests that are not related to a program or activity. If this is related to a program, please budget request related to programs.)

Name of Ministry/Board:

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What aspect of the church's goals are supported with this budget request?

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Please complete the following:

Description of Item for Purchase	Quantity	Unit Price	Total	Comments

Total \$ \_\_\_\_\_

Other Proposed expenses – Budget Request:

Administrative Costs \$ \_\_\_\_\_

Other (please explain) \$ \_\_\_\_\_

Total Amount Request for Budget \$ \_\_\_\_\_

Will this event generate any revenue? \_\_\_\_\_

**Point of Contact:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Office in Ministry:** \_\_\_\_\_

**Please attach any estimates, quotes or pictures with prices or other documentation to support budget request. We suggest a list of at least 3 potential vendors with the prices.**

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For Office Use Only:

Date Received: \_\_\_\_\_

Approved by Budget Committee: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_