



## Ephesus Seventh-day Adventist Church Finance Request Form

**Please affix all bids to this form prior to submitting to the Finance Committee.**

Requested By: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose: \_\_\_\_\_

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

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

Amount Requested (\$): \_\_\_\_\_ Within ministry budget?  Yes  No

Make Check Payable To: \_\_\_\_\_

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

Address: \_\_\_\_\_

Ministry Leader Signature: \_\_\_\_\_

**Note:**

- Please submit at least three (3) bids.
- If you are aware, please indicate why the bids are different.
- Please indicate your preferred vendor/item.

Revised 8/2023