

*FINANCE MINISTRY*  
*of the*  
*FIRST SEVENTH-DAY ADVENTIST CHURCH*

**Request for Disbursement**

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

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

Amount Requested: \$ \_\_\_\_\_

Brief Description of Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Provide a budget for how the money will be used.

a) Specifically describe how the request aligns with the Church's mission, vision and objectives.

b) State what you hope to accomplish

c) If funding is not available from your budget, stated where you propose the money come from. Identify an offset.

d) Describe how success for your project/program will be measured. Be specific.

e) If the finance department is unable to grant your request, what will be the impact of the project? What is your alternative strategy? Be specific.

Requestor: \_\_\_\_\_

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

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

## Finance Committee Member Scorecard

a) The request aligns with the Church's mission, vision, and objectives.

Acceptable				Not Acceptable
5	4	3	2	1

b) It is clear what the program/project is to accomplish.

Acceptable				Not Acceptable
5	4	3	2	1

c) The requestor clearly knows where the money will come or has identified a credible offset.

Acceptable				Not acceptable
5	4	3	2	1

d) The requestor has clearly identified a measure of success.

Acceptable				Not acceptable
5	4	3	2	1

e) The requestor has identified a good alternative strategy, if the request is not funded.

Acceptable				Not acceptable
5	4	3	2	1

My score: \_\_\_\_\_

### Key

25-20 - The request should be funded, nothing further is needed from the requestor.

19-13 - The request is probably acceptable but more information should have been provided.

5 - 12 - The request should be denied.