Virginia State Baptist Ushers' Union

Ushers' Union Funds Request Form

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

 (Date form is completed)

 Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Name of committee requesting the funds)

 Committee Budget: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Available amount that can be requested)

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

 (Partial or Full Amount)

 Committee Remaining Balance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Balance on Hand)

 Reason for the Request: (Give a brief description of what the funds will be used

 for or why funds are being requested).

 Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Financial Chairperson Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Treasurer Approval: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Virginia State Baptist Ushers Union

 Funds Request Form Guidelines

* Individuals requesting funds should fill out this form and submit it to the Virginia State Baptist Ushers Union Treasurer. Once the Treasurer receives the form, the form will be forwarded to the Financial Chairperson for approval. Once approved the form will be sent to the Financial Secretary for action.
* All vouchers submitted should clearly state what the funds will be used for. No invoice or documentation will be required at the time the form is submitted.

* All completed forms should be mailed and/or emailed to the VSBUU Financial Chairperson listed below:

*John Jones, VSBUU Financial Chairperson*

*12620 Silvercrest Lane*

*Prince George, VA 23875*

*(804)804-721-5217*

*Email:* *jrjones555@yahoo.com*

*Once the form has been approved, it will be forwarded to the Treasurer, Stephanie Gaignard for processing. All checks will be sent to the address provided during the time the form is submitted.*

*Stephanie Gaignard, VSBUU Treasurer*

*314 Lark Drive*

*Richmond, VA 23227*

*757-285-5540*

*Email:* *sgaignard413@gmail.com*