

*First Congregational United Church of Christ*  
**Memorial & Endowment Fund Request Form**

All ministries or individuals wishing to use M&E funds are asked to complete this form so there is an accurate record of requests, and to maintain church history. Please return the completed form to the Finance Ministry in a timely manner. Include materials that support your request (e.g. bids, budget breakdown) for amounts greater than \$500.00.

Date:

Applicant/Contact person:

Contact telephone:

Contact email:

Request on behalf of (individual(s)/ministry):

Amount requested:

Date funds needed:

Explanation of request:

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**For Ministry use:**

Date received by Finance:

Date reviewed by Finance:

Action:    Approved    Denied    Tabled    Request more information

Fund to be used:

Date funds released:

Released by: