

# Project Proposal Form

\*\*\* Use this form for any case when Church policy requires Church Board and/or Church Body approval due to the amount being spent or the type of changes to be made to the facilities. \*\*\*

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

Submitted By: \_\_\_\_\_

Church Position/Title: \_\_\_\_\_

Please describe the project:

---

---

---

---

---

---

---

---

\*\*\* Please attach diagrams, pictures and/or other information that help further describe the scope and extent of the project. \*\*\*

Estimated Start: \_\_\_\_\_ Estimated Completion: \_\_\_\_\_

Project Leader: \_\_\_\_\_ Estimated Cost: \$ \_\_\_\_\_

Who'll do the work? \_\_\_\_\_

---

\*\*\* For payment(s), check request(s) must be submitted to the Church Treasurer with supporting receipt(s) and/or invoice(s) attached. \*\*\*

----- For Treasurer Use -----

Date Approved: \_\_\_\_\_ Amount Approved: \$ \_\_\_\_\_

Source(s) of Funds: \_\_\_\_\_