

TRUE HOLINESS GLOBAL CHURCHES, INC.  
**OFFICE OF THE GENERAL TREASURER**

**LOCAL CHURCH REQUISITION FORM**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
REQUEST DATE

For the disbursement of any and all funds through the National Church, a requisition form is required. This form needs to be completed in full and signed by the requesting Pastor and Financial Administrator. Upon completion, this form should be submitted to the OFFICE OF THE GENERAL TREASURER for approval. If the requested amount is for reimbursement please attach all receipts to the Requisition Form.

All requisitions should be submitted at least two weeks before the request date. All funds will be disbursed by check. If payments are for church maintenance or services, please include service providers and detail information per item.

Name of Church \_\_\_\_\_

Church Address \_\_\_\_\_

Detail Explanation of Funds Requested \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount of funds requested:      \$\_\_\_\_\_ .00

CHECK(S) MADE PAYABLE TO:	AMOUNT

x \_\_\_\_\_  
Pastor Signature

x \_\_\_\_\_  
Financial Administrator Signature

*Please refer to the Discipline Manual under the section RIDER for contract agreement*

**DO NOT WRITE BELOW THIS LINE**

Amount Approved: Yes No    If No, Reason: \_\_\_\_\_

If amount is borrowed, date of reimbursement: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Approved By- National Treasury Office

\_\_\_\_\_  
Date Approved

*If the requested amount is above \$100.00 it must be approved by the OFFICE OF TREASURY AND THE EXECUTIVE BOARD.*