

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

NATIONAL AUXILIARY 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 auxiliary secretary or treasurer. 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 one month before the request date. All funds will be disbursed by check. If payments are for services, please include service providers and detail information per item.

Auxiliary Name _____

Auxiliary Director Name _____

Detail Explanation of Funds Requested _____

Are these funds in your treasury? Yes No If yes, how much _____ .00

Amount of funds requested: \$ _____ .00

CHECK(S) MADE PAYABLE TO:	AMOUNT

x _____

Auxiliary Director Signature

x _____

Auxiliary Treasurer Signature

DO NOT WRITE BELOW THIS LINE

Amount Approved: Yes No If No, Reason: _____

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, if it's not in the national auxiliary treasury.