Archdiocese of Agana
196 Cuesta San Ramon, Ste. B, ▪ Hagåtña, GU 96910
Tel:(671)472-6116
Fax:(671)477-3519

# EXPENDITURE APPROVAL REQUEST of $25,000 and ABOVE

**Parish / School :** _____ **Date:** _____

Prior to committing to spend $25,000 - $100,000 of parish/school funds, submit this form with a copy of the Parish/School Finance Council Minutes to the Office of the Chancellor for Review and approval. Enclose vendor quotes if the request is for a capital expenditure.

Request permission to spend $ _____ for the following purpose (itemize):

| | |
|---|---|
| _____ | $ _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| **TOTAL** | $ _____ |

Are expenditures included in the current budget? YES _____ NO _____

**Expenditures will be funded as follows:**

| | |
|---|---|
| From Current Operations | $ _____ |
| Withrwal from Savings | _____ |
| Temporary Restricted | _____ |
| Loan Required | _____ |
| **TOTAL** | $ _____ |

**Financial Information**

**Present Balance**

Checking Account $_____ Savings Account $ _____ Loan $_____

**Budgetary Information - Current Year:**

| | |
|---|---|
| *Parish/School Operating Receipts* | $ _____ |
| *Less: Parish/School Operating Expense* | $ _____ |
| **Net Operating Surplus/(Deficit)** | $ _____ |
| *Less: Parish/School Capital Expenditure* | $ _____ |
| **Net Operating Surplus/(Deficit)** | $ _____ |

**Current Year Loan Deposit Program & Debt Payment Activity**

| | **BUDGETED** | **ACTUAL** |
|---|---|---|
| *Principal Payment* | $ _____ | $ _____ |
| *Interest Payment on Loan* | $ _____ | $ _____ |
| *Commercial Loan Proceeds* | $ _____ | $ _____ |
| *LDP Proceeds* | $ _____ | $ _____ |
| *LDP Loan Principal Payments* | $ _____ | $ _____ |
| *Past Due Bills Debt Repayment* | $ _____ | $ _____ |
| *Withdrawals from LDP Savings* | $ _____ | $ _____ |

***Signature Over Printed Name:***

_____ _____
**Chair of the Parish/School Finance Council** **Date**

_____ _____
**Pastor/Principal/School Aministrator** **Date**

Receive for Approval by:

_____ _____
Chancery Office **Date**

Remarks: _____
Remarks: _____