

Request for Approval of Contract Service

St. Francis of Assisi Catholic Church

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Cartersville, GA 30120

Office: 770-382-4549

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This form is to be used to obtain approval for all contract services to be engaged for any Parish function. Approval must be received for both the expenditure as well as the contract. The vendor contract must be attached when this Request is submitted.

Description of service: _____

Event/function: _____ Event # (if applicable): _____

Date service required: _____

Proposed vendor: _____ Address: _____

Date of Request: _____ Requested by: _____

Ministry/Dept. involved: _____ Budget line item to be credited: _____

Financial Information:

Total expected cost: _____

Down payment/deposit required? _____ If YES, how much? _____ Date needed: _____

Remaining payment(s) due: _____

A Check/Reimbursement Request must be submitted at the time each payment is due under the contract.

Contract Information:

Contract required? _____ (if yes, attach) Certificate of Insurance required? _____ (if yes, attach)

Contract reviewed by Staff? _____ (initial) Changes requested? _____ (if yes, attach)

Contract approved by Director of Operations? _____ (sign) Date: _____

Approved by:

Business Manager Date: _____

Pastor Date: _____

Budgeted? ___yes ___no

If not, what budget item will be reduced to compensate? _____
