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