

WITHDRAWAL REQUEST FORM **REVOLVING FUNDS**

Date:

TO: Fax # (206) 382-4279
Email: parishfinancialsvcs@seattlearch.org
CCAS
Parish Financial Services
710 9th Ave
SEATTLE, WA 98104-2017

FROM: Faxed by: _____
Parish/Org: _____
Address: _____
City: _____ Zip: _____
Tel () - Fax: -

Withdraw Amount: \$ _____

From Fund:

1) ☐ PRF 2) ☐ ARF 3) ☐ NPF

From Control #:

(Example: 1/108 = fund / parish ID.)

From Account #:

☐ Savings: S _____☐ Loan: L _____Is this from a PRF Account that is designated as 'restricted'? ☐ YES ☐ NO

If Yes, please describe how this transfer conforms with that restricted purpose _____

Signature(s): _____ Title: _____

_____ Title: _____

1) For savings or loan withdrawal, check one:

☐ OPERATING EXPENSES☐ CONSTRUCTION

Please note: Pastors are hereby delegated to sign contracts up to \$25,000 with the following exceptions:

- a) the project requires a building permit;
- b) the project involves worship space;
- c) the total cost of remodeling exceeds \$25,000 and the work is done under several contracts;
- d) the contracts are for architectural services;
- e) the contracts are asbestos-related, including removal.

(See Many Gifts One Spirit: Administration and Finance Policy XXVII.)

(Please include a brief description of the work to be covered by this request.)

****Please attach invoice(s) and signed conditional lien release(s) for all amounts requested.**☐ MAINTENANCE (Please include a brief description of the work to be covered by this request.)**** Please attach invoice(s) and signed conditional lien release(s) for all amounts requested.**☐ PROPERTY / EQUIPMENT PURCHASE (describe below)☐ OTHER: _____

2) Please Check One:

☐ Wire transfer to checking account – please complete Bank information below.☐ ACH transfer to checking account. (Saves you on Bank Fees. Transfer schedule every Tuesday and Thursday. Withdrawal request received before 10:00 am Tuesday will be processed on Thursday. If received before 10:00 am Thursday will be processed the following Tuesday).

Bank _____ (Routing) ABA# _____ Acct# _____

☐ Send Check☐ Transfer to Savings or Loan # _____

Please fill out all information above, incomplete forms delays processing

Note: (If the withdrawal request is for construction, please allow additional time, for the Property and Construction office to process and authorize.)

If all paperwork is completed and signed by 2pm, the check will be mailed the same day. Once the check is put in the mail, we cannot rescind this action. If timely arrival of funds is needed, the wire transfer option should be considered.

For office use only: Initials: _____