**Shiloh seventh Day Adventist** **Church**

 **Funds Request Form**

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| ***Status: (****Approved or Not-Approved)* |  |

***Request Submitted On:*** 04/07/2021

***Date payment is needed:*** 04/16/2021

*Checks are written weekly on Wednesdays. Please make arrangements if payment is needed sooner.*

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| **Request Details** |
| **Department Requesting Funds:** |  |
| **Submitted By: (Dept. Head or Delegate)** |  |

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| ***Expense Description:*** |
| **Intended Use of Funds: this for master recorder licenses for stream song that we don’t have righs to this will cove all stream from us sing song and playing master of other songs****Justification for Purchase: Streaming License for Songs**  |

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| --- | --- | --- |
| ***Quoted Costs:*** | $269.00 | If applicable, please make sure receipts are attached or invoice provide at time of check pickup/mailing |
| ***Payable to:*** | CCLI |
| **Payment Instructions:** | Pay-Online |
| ***Charge to: (Ops or Non-Budget)*** |  |

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| **Payment Authorization:** | **Date:** |
| ***Dept. Head / Delegate Signature:*** |  |  |
| ***Authorizing Finance Committee:***  | Executive Finance Committee |  |
| ***Chairperson:*** | Robert Ryan |  |

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| ***Authorizing Committee Voting Record*** |
| ***Committee Member*** | ***Vote*** | ***Committee Member*** | ***Vote*** |
|  |  |  |  |
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|  |  |  |  |
| Vote Tally: Yes = 00 No = 00 |

Account Name: \_\_\_\_\_\_\_\_\_\_\_

Account #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Check #:\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment prepared by: \_\_\_\_\_\_\_\_\_\_