



ST. MATTHEWS (KITCHENER) LUTHERAN CHURCH DONATION REQUEST FORM

Please note, before you submit the form, you are required to:

- attach your receipts;
- amounts of \$50.00 or greater will require the approval of the Committee Chair to which your expenditures are being charged;
- Committee Chair expenses will be approved by their Ministry Chair.
- THE CRA DOES NOT ALLOW ANY TAXES PAID TO BE INCLUDED IN A DONATION.

Return completed forms to the mail slot of David Weicker.

Name of Donor: _____ Envelope #: _____
Address: _____

Total Donation Amount: _____

Details:

Description of Expenditure	Amount
_____	_____
_____	_____
_____	_____

If additional space is required, please use the back of this form.

Account to be charged – Ministry Name: _____ Account Name: _____
Comments or notes: _____

Today's Date: _____

Name (please print): _____ Signature: _____

Approved by (please print): _____ **Signature:** _____

Date: _____