



REQUEST FOR EXPENDITURE OVER \$5,000

McRaith Catholic Center
Office of Administration
600 Locust Street, Owensboro, KY 42301
270-683-1545 (FAX) 270-683-6883

Please read this page prior to completing the application on the back

Approval of Expenditures over \$5,000: Each parish, school, or other diocesan entity may spend up to \$5,000 for extraordinary expenses without explicit permission, except in matters that pertain to the sanctuary and the permanent décor of the church. In this case, all such expenses are subject to the approval of the bishop through the Art and Architecture Committee. Any extraordinary expense over this sum must have the approval of the pastor, the parish finance council and the written permission of the bishop. All requests for such expenditures are to be made to the bishop in writing. No permission will be granted verbally.

EXAMPLES OF EXPENDITURES WHICH MUST BE APPROVED BY THE BISHOP:

- Any single project totally more than \$5,000, even if the expenditure occurs in more than one year
- Acceptance of any non-cash donation over \$5,000 is considered an expenditure, and must have prior approval.
- An expenditure of any amount which affects the sanctuary, or permanent décor of the church must have prior approval from the Art and Architecture Committee.

REQUEST FOR EXPENDITURE OVER \$5000

Please complete this page EVEN IF YOU HAVE ATTACHMENTS!

PARISH/SCHOOL/DIOCESAN ENTITY REQUESTING EXPENDITURE:

Name

Address

TOTAL AMOUNT OF EXPENDITURE:

\$ _____

ANTICIPATED DATE OF EXPENDITURE:

____/____/____

WILL A CAPITAL CAMPAIGN BE NEEDED TO FUND THE EXPENDITURE?

YES NO

DESCRIPTION OF EXPENDITURE REQUIRING APPROVAL:

- Project or donated item over \$5000
- Project affecting sanctuary or permanent décor of church

DESCRIPTION:

PASTOR SIGNATURE

DATE

PARISH FINANCE COUNCIL CHAIR SIGNATURE

DATE

APPROVED BY:

BISHOP'S SIGNATURE

DATE