

The New Mount Zion Missionary Baptist Church of Tampa, Florida Inc.
Reverend Larry L. Roundtree, II, Pastor

MINISTRY MONETARY REQUEST FORM

Today's Date: _____

Ministry: _____

Amount Requested: \$ _____ Date Request is Needed*: _____
Please allow 3 days for processing

From: Church Budget _____ Ministry Account _____

Request for: _____

Please make check payable to: _____

Delivery Instructions: Return to Ministry Mailbox
 Mail to Payee
Address _____

Approved By:

Signature Ministry President/Vice-President Print Name Date

Signature Ministry Financial Secretary Print Name Date

Signature Director: (When applicable) Print Name Date

Signature Deacons Ministry Chairman Print Name Date

Signature Finance Committee Chairperson Print Name Date

Signature Church Administrator Print Name Date

Two (2) signatures are required for all expenses/reimbursements.

*Note: While the Financial Policy states forms should be submitted at least one week prior to the date the request is needed, we do realize there may be special circumstances. In these instances, please allow at least 3 days for check request processing.

If the request is submitted by end of services on Sunday the check will be available for pickup Wednesday. If the request is submitted by 6pm on Wednesday the check will be available for pickup Sunday. Checks will be placed in the ministry mailbox.

Receipts for requests must be provided within fourteen (14) days after the check is written. Return any excess funds within fourteen (14) days after the expense is paid.

Please contact Devyn Freeland, Comptroller at finance@nmztampa.com for any questions.

Updated 05/17/2021