

# Sacred Heart Parish Expenditure Request

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**Request Date:**

**Requested By:**

**Description of Expense (please include rationale for making the purchase)**

**Other Details (please list other pertinent details and reference quotes or estimates)**

Sacred Heart Office use only:

Request approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Deferred \_\_\_\_\_

Account \_\_\_\_\_

Signatures:

\_\_\_\_\_  
Pastor Date \_\_\_\_\_

\_\_\_\_\_  
Parish Pastoral Council Chair Date \_\_\_\_\_

\_\_\_\_\_  
Finance Chair Date \_\_\_\_\_