

Acton Baptist Church
Inter Committee Transmittal

Date of request: _____ To: _____ Delivery Method: _____
Person/Committee/Staff person making the request: _____ Tel # _____
If this request originated with a Committee, please provide the following: Committee: _____
Date Committee approved with majority vote: _____ (attach minutes signed by committee)
Amount of request: \$ _____ Purpose of request: _____
Deadline of request (if applicable): _____
Brief description of the request and how it fits into the vision of Acton Baptist Church: _____

Initials _____ Date _____

Forwarded to: _____ Date: _____ How delivered: _____

Received by: _____ Date received: _____ Meeting/Agenda date discussed: _____
Was this request voted on by email? yes no (If yes, attach email responses to this transmittal.)
Additional supporting documentation/information requested? yes no If yes, date requested: _____ Description of : _____

Request approved: yes no tabled Date: _____ Majority vote: _____ (ie: 5/7 for, 6/9 against)
If declined, reason: _____
If tabled, reason: _____
Payment directive: _____
Exp Acct _____ Amt _____ Exp Acct _____ Amt _____
Initials _____ Date _____

Forwarded to: _____ Date: _____ How delivered: _____

Date copy of final transmittal forwarded to originating committee: _____ Forwarded by: _____ How: _____
Final Request amount: \$ _____ Payable to: _____
Address: _____
If this request has been approved by all required committees, but still requires church vote/approval, the originating committee will complete a formal request and submit it to the church secretary to include in the next CMU meeting agenda. Attach a copy of this transmittal with the request. A copy should be kept with each committee's minutes and the original forwarded to the Financial Secretary with written instructions including names, addresses, telephone numbers and a completed W9 if required.
Date received by Church Secretary: _____ Date included in CMU: _____ Church vote: _____
Date received by Financial Secretary: _____ Date check cut: _____ CMU minutes attached: _____