

**BUDGET AMENDMENT REQUEST FORM  
FIRST BAPTIST CHURCH OF SHALLOTTE**

**Please complete and return to the Financial Manager or Budget and Finance Chair.**

Name of Person Making Request: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Budget Year: \_\_\_\_\_ Date: \_\_\_\_\_

Please use the space below to indicate needs for your department. Be sure to indicate the vision(s) or need(s) for the change(s).

Department/Committee: \_\_\_\_\_

<u>Line Item</u>	<u>Vision/Purpose for Addition</u>	<u>Requested Amt to be Added</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Total Budget Amendment Request:** \_\_\_\_\_

Please use the space below for explanation of your Request: (Vision/Needs):

**Financial Manager Use Only**

Approved by Budget & Finance on:

Approved by Church on:

\_\_\_\_\_

\_\_\_\_\_