

DOY ORGANIZATION PERMISSION TO SPEND FORM
FOR CAPITAL EXPENDITURES OF \$10,000 AND GREATER

Organization name: _____ Organization Phone number: _____

Organization address: _____

We, the undersigned Finance Officer and Board of the organization stated above, request permission to spend \$_____ for the following purpose:

We intend to fund this project in the following manner:

From current bank and brokerage accounts: \$_____.

From current year donations or special collections: \$_____.

Conduct a capital campaign in the amount of: \$_____.

Borrow from a lending institution: \$_____.

Total project cost (attach three (3) quotes): \$_____.

Please note that any cost overruns or addition expenses of more than 10% must be reported to the DOY Finance Services Office.

ORGANIZATION FINANCIAL STATUS

(Taken from the most recent certified annual financial report)

Total annual receipts \$_____

Total annual disbursements \$_____

Assets (including any endowments) \$_____

Indebtedness \$_____

Outstanding Obligations to the Diocese \$_____

☐ We request permission to conduct a capital campaign in the amount of \$_____. (If a capital campaign is to be conducted in excess of \$50,000, a written request from the Pastor/Administrator should accompany this form addressed to the Bishop and copied to the CFO)

☐ We have reviewed and will be in compliance with the additional information listed on the second page of this form.

Finance Officer: _____

Board : _____

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REMINDER OF KEY DIOCESAN POLICIES

Union labor	If the project cost is \$100,000 or more, you must be in compliance with the Diocesan Union Labor Contract Policy for Renovations and New Construction or request an exemption before the project begins.
Legal documents	All contracts must be reviewed by the Financial Services Office, diocesan legal counsel, and possibly be signed by the Bishop or his designee.
Financing	All financing arrangements (with the plan for repayment) must be reviewed by the Financial Services Office and appropriate documents must be signed by the Bishop or his designee.
Available cash	Cash equaling one half of the total project cost must be available before the project can begin.
Insurance and Hold Harmless Agreements for contractors	All contracts must contain insurance and Hold Harmless clauses, or a separate agreement must be signed

EXPENDITURE

Expenditure

Amount requested \$ _____

Amount approved \$ _____

Amount disapproved \$ _____

Amount more information
is needed for: \$ _____

Rationale: _____

Chief Financial Officer Date

Vicar General Date

Vicar General Date