WITHDRAWAL REQUEST FORM
REVOLVING UNDS

On July 1, 2024, use of DLS will be the only method for withdrawal requests. Please contact Loretta Griffin if you need access to DLS.

Date: _____

TO: Fax: (206) 382-4279
Email: _parishfinancialsvcs@seattlearch.org_
Mail: PARISH FINANCIAL SERVICES
  710 9TH AVE
  SEATTLE, WA 98104-2017

FROM:

Faxed by: _____
Parish/Org: _____
Address: _____
City: _____ Zip: _____
Tel (___)_____ - _____ Fax: _____ - _____

Withdraw Amount: $_____

From **Fund:** 1) ❏ PRF 2) ❏ ARF

From **Parish ID #:** _____

From **Account #:**
 ❏ Savings: **S** _____
 ❏ Loan: **L** _____

Is this from a PRF Account that is designated as 'restricted'? ❏YES ❏NO

If Yes, please describe how this transfer conforms with that restricted purpose _____

Must be signed by an Authorized Signer(s)

Signature(s):_____ Title: _____

_____ Title: _____

1) For savings or loan withdrawal, check one:

❏ OPERATING EXPENSES

❏ CONSTRUCTION

Please note: Pastors are hereby delegated to sign contracts up to $25,000 with the following exceptions:

a) the project requires a building permit;
b) the project involves worship space;
c) the total cost of remodeling exceeds $25,000 and the work is done under several contracts;
d) the contracts are for architectural services;
e) the contracts are asbestos-related, including removal.

(See Many Gifts One Spirit: Administration and Finance Policy XXVII.)
(Please include a brief description of the work to be covered by this request)._____

***Please attach invoice (s) and signed conditional lien release (s) for all amounts requested.

❏MAINTENANCE *(Please include a brief description of the work to be covered by this request.)*
_____

❏ PROPERTY / EQUIPMENT PURCHASE *(describe below)*

❏ OTHER:

2) Please Check One:

❏ **Wire transfer to checking account** *(Please complete Bank information below).*

❏ **ACH transfer to checking account.** *Saves you on Bank Fees. (Please complete Bank information below).*

Bank_____ (Routing) **ABA#**_____ **Acct#**_____

❏ **Send Check**   ❏ **Transfer to Savings or Loan #**_____

Note: (If the withdrawal request is for construction, please allow additional time, for the Property and Construction office to process and authorize.)

◆◆◆

For office use only: **Initials**: _____ _____ _____