



Diocese of
OWENSBORO

REQUEST FOR EXPENDITURE OVER \$10,000

McRaith Catholic Center
Finance Office
600 Locust Street, Owensboro, KY 42301
270-683-1545 (FAX) 270-683-6883

Please read this page prior to completing the application on the second page

Approval of Expenditures over 10,000: Each parish may spend up to \$10,000 for extraordinary expenses without explicit permission, except in matters that pertain to the sanctuary and the permanent décor of the church. In this case, all such expenses are subject to the approval of the bishop through the Art and Architecture Committee. Any extraordinary expense over this sum must have the approval of the pastor, the parish finance council and the written permission of the bishop. All requests for such expenditures are to be made to the bishop in writing. No permission will be granted verbally.

EXAMPLES OF EXPENDITURES WHICH MUST BE APPROVED BY THE BISHOP:

- Any single project totaling more than \$10,000, even if the expenditure occurs in more than one year.
- Acceptance of any non-cash donation over \$10,000 is considered an expenditure and must have prior approval.
- An expenditure of any amount which affects the sanctuary or permanent décor of the church must have prior approval from the Art and Architecture Committee.

REQUEST FOR EXPENDITURE OVER \$10,000

*Please complete this page **EVEN IF YOU HAVE ATTACHMENTS!***

PARISH REQUESTING EXPENDITURE:

Name

Address

TOTAL AMOUNT OF EXPENDITURE:

\$ _____

ANTICIPATED DATE OF EXPENDITURE:

____/____/____

WILL A CAPITAL CAMPAIGN BE NEEDED TO FUND THE EXPENDITURE? Yes No

DESCRIPTION OF EXPENDITURE REQUIRING APPROVAL (check all boxes that apply):

Project or donated item over \$10,000

Project affecting sanctuary or permanent décor of church

Major parish project (i.e. new building, major renovation or building addition); if checked, complete Attachment A and submit with your Request For Expenditure.

PROJECT DESCRIPTION (building type, why needed, key milestones, major constraints, time-line, anticipated usage):

PASTOR SIGNATURE

DATE

PARISH FINANCE COUNCIL CHAIR SIGNATURE

DATE

APPROVED BY: _____

BISHOP'S SIGNATURE

DATE

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ATTACHMENT A

PARISH REQUESTING EXPENDITURE:

Name

Address

(Questions to be completed for Major Parish Projects only)

- a. How does the project fit into the continuity of the parish, how does it build on what has gone before and how will it fit into what is expected to follow?

- b. How does the project contribute to the mission and ministry of the Catholic Church in the local community?

- c. How does the project contribute in relation to other Catholic ministries and parishes in the deanery or region?

- d. How does the project contribute to the ongoing mission of the Diocese of Owensboro, the region of Western Kentucky?

- e. How will environmentally friendly building practices be used in the process?