



**CATHEDRAL
& CHAPELS**

Check Recurring Request

What is Revolving?

Pex Revolving is finances needed to operate on a month to month basis. For example, recurring subscriptions, cleaning supplies, and supplies needed to operate your ministry. All other things like TV's, media equipment, guest hosting should be put into a Finance Request.

New Revolving Request

Requesting an Increase

Requested by: _____

Date of Request: _____

Congregation: _____

Vendor Name	
Vendor Account #	
Vendor Phone #	
Address for Mailing	
City/State/Zip	
Monthly Due Date	

Account Number	Account Name	Vendor / Supply	Amount
Total			

Please be sure to include a bill & a W-9 & any notes pertaining to this request.

OFFICE USE ONLY

- Added to List
 - Date: _____
- Link Sent to Requestor
- Approval/ Denial
- Requestor has been notified on list
 - Date: _____
- Informed the requestor

Notes/Questions/Changes

Signatures

Pastor/Minister/Ministry Leader

Regional Pastor

Senior Global Pastor

