



## Request to Spend Over Budget Line Form

In efforts to steward the tithe as best we can, **all spending over the approved budget amount must be approved by a member of the Executive Team.** We ask that all staff stay within the total budget of their ministry area, so please find where you can save the overage from other accounts. If you need help with finding ways, please consult your direct for ideas. Please fill out this form and receive approval **BEFORE** you spend over budget.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Ministry Area: \_\_\_\_\_

Budget account spending over: \_\_\_\_\_

Amount expected to spend over: \$ \_\_\_\_\_

Reason for spending over:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do you plan to save for this overage :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Direct Signature: \_\_\_\_\_

Approved

Denied

Senior/Executive Pastor Signature: \_\_\_\_\_

Approved

Denied

Staff: Complete form and submit to your direct for approval

Direct: Submit to TVC Business Office for approval