

**KIRBY WOODS BAPTIST CHURCH**

6325 Poplar Avenue

Memphis, TN 38119

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**REQUEST FOR MISSION MINISTRY EXPENSES**  
**(To be Submitted to the Missions Office)**

<b>MISSION TEAM INFORMATION</b> (To be completed by applicant/team leader)	
Proposed Mission Trip to: _____	Trip Project Number _____
Name of Applicant/Team Leader: _____	
Address: _____	
Home Phone: _____	Cell phone: _____ Email: _____
Inclusive Trip Dates _____	

<b>REQUESTED FUNDS FOR MISSION TRIP SUPPLIES</b>	
<b><u>Consumable Materials, Supplies to be used on Mission Trip</u></b>	
(These are expendable/consumable items that are to be used as ministry on the field. It is required that all items be purchased by use of KWBC tax-free suppliers if at all possible)	
<b>Examples:</b> pencils, pens, tapes, bracelets, evangeucubes, books, crayons, VBS materials, etc.	
<b><u>ITEMS</u></b>	<b><u>AMOUNT</u></b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
<b>Total Request</b>	_____
<hr/>	
<b>Date Funds are Needed from KWBC</b>	_____

**Missions Committee Use Only**

Original Request Received By: \_\_\_\_\_ Date \_\_\_\_\_

Committee Action:

\_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_

Chairman: \_\_\_\_\_ Minister of Missions \_\_\_\_\_

**Checks Disbursed:**

Date: _____	Check # _____	Account # _____	Amount \$ _____
Date: _____	Check # _____	Account # _____	Amount \$ _____
Date: _____	Check # _____	Account # _____	Amount \$ _____
Date: _____	Check # _____	Account # _____	Amount \$ _____

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