

Budget Exception Expense Request Form

Council Approval Required

Requestor Information

Name:

Ministry / Committee:

Email / Phone:

Date of Request:

Expense Details

Description of Requested Expense:

Purpose / Ministry Need (Why is this necessary?):

Total Amount Requested: \$ _____

One-Time Expense or Ongoing?

☐ One-Time ☐ Ongoing (please explain below)

Date Funds Are Needed By: _____

Budget Considerations

Has this request been discussed with a council member?

☐ Yes ☐ No

If yes, with whom? _____

All non-budgeted expenses must receive Council approval prior to commitment or purchase.

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Supporting Information

Vendor / Payee Name: _____

Estimated or Actual Cost (attach quote if available):

☐ Estimate ☐ Actual

Attachments Included:

☐ Quote ☐ Invoice ☐ Other: _____

Impact & Alternatives

What will happen if this request is not approved?

Are there alternative options or lower-cost solutions considered?

☐ Yes (please explain):

☐ No

Council Review Section

(For Council Use Only)

Council Decision:

☐ Approved ☐ Denied ☐ Tabled for Further Review

Approved Amount: \$ _____

Council Meeting Date: _____

Notes / Conditions:

All non-budgeted expenses must receive Council approval prior to commitment or purchase.