

**Diocese
of
Prince George**

**APPLICATION FOR:
Purchase or Lease Approval**

1. FOR EXTRAORDINARY EXPENDITURES EXCEEDING \$5,000 for acquisition of or major repairs to land, buildings, equipment or vehicles OR
2. FOR ANY LEASE of equipment, vehicle, land or building.

PARISH, SCHOOL OR MISSION: _____

ADDRESS: _____

DATE: _____

Description of expenditure or lease and reason required:

Cost of expenditure or lease and source of funds:

Attaching the following supporting documents:

- Most recent financial statements, current year budget, and next year's budget of the applicant (parish or school)
- Minutes of the Parish Council meeting and School Council (if applicable) with motion to support expenditure

- Is D.D.F. financing is required? Yes _____ No _____

Amount of Loan Requested? \$ _____

Proposed Monthly Payments? \$ _____

Requested by: _____
(Pastor/Administrator)

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of
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**APPLICATION FOR:
Purchase or Lease Approval**

CATHOLIC INDEPENDENT SCHOOLS (IF APPLICABLE)

APPROVED:

NOT APPROVED:

DEFERRED:

Comments:

Signed

Date

(CIS Representative)

BISHOP

APPROVED:

NOT APPROVED:

DEFERRED:

Comments:

Signed

Date

(Bishop)

DIOCESAN DEVELOPMENT FUND

APPROVED:

NOT APPROVED:

DEFERRED:

Amount: \$ _____ Monthly Payments: \$ _____ Starting: _____

Signed

Date

(DDF Representative)