

SAVING WITHDRAWAL AUTHORIZATION FORM – PARISH INVESTMENT PROGRAM (PIP)
WITHDRAWAL AMOUNTS UP TO \$14,999

DATE: _____ PARISH ID# _____

PIP I 10207-25056 _____

PARISH NAME

PIP II 10215-25064 _____

MAILING ADDRESS

PIP III 10223-25072 _____

CITY STATE ZIP

CAPITAL CAMPAIGN
10230-25080 _____

It is requested that a withdrawal of monies from the Parish Investment Program Savings Account for the above named parish be withdrawn in the amount of:

Written Amount

\$ _____
Dollar Amount

Purpose of Withdrawal: _____

Parish Finance Council Representative

Parish Pastor or Parish Life Coordinator

If the expenditure exceeds \$5,000, diocesan policy requires the parish to consult with the finance council during the budget process or at a meeting of the council addressing the expenditure. Pastoral Manual, Administrative Section, Pg A-1

FINANCE OFFICE DIOCESE OF LAS CRUCES ONLY

Withdrawal authorized as required by:

Director of Financial Services

Date Finance Office Received

Date Paid: _____

Check #. _____ \$ _____

SAVING WITHDRAWAL AUTHORIZATION FORM – PARISH INVESTMENT PROGRAM (PIP)
WITHDRAWALS AMOUNTS EXCEEDING \$15,000

DATE: _____ PARISH ID# _____ PIP I 10207-25056 _____
 _____ PIP II 10215-25064 _____
 PARISH NAME _____ PIP III 10223-25072 _____
 MAILING ADDRESS _____ CAPITAL CAMPAIGN
 CITY STATE ZIP 10230-25080 _____

It is requested that a withdrawal of monies from the Parish Investment Program Savings Account for the above named parish be withdrawn in the amount of:

_____ \$ _____
 Written Amount Dollar Amount

Purpose of Withdrawal: _____

 Parish Finance Council Representative Parish Pastor or Parish Life Coordinator

Any purchase or contractual expense which exceeds \$15,000 requires diocesan approval and the parish to consult with the parish finance council. The Diocesan Finance Office will verify with Bishop's and the Property Office, to determine if approval has been obtained. Pastoral Manual, Administrative Section, Pg B-15.

PLEASE ATTACH SUPPORTING DOCUMENTATION OF PARISH FINANCE COUNCIL APPROVAL: COPY OF THE BUDGET OR MINUTES OF THE FINANCE COUNCIL MEETING DISCUSSING AND APPROVING EXPENDITURE SIGNED BY THE FINANCE COUNCIL MEMBERS PRESENT.

FINANCE OFFICE DIOCESE OF LAS CRUCES ONLY

Withdrawal authorized as required by: _____
Director of Financial Services

Initials of: Bishops Office Building and Property Office

Date Finance Office Received

Date Paid: _____ Check #. _____ \$ _____