

# DOY SCHOOL PERMISSION TO SPEND FORM

## FOR CAPITAL EXPENDITURES OF \$10,000 AND GREATER

School name: \_\_\_\_\_ School phone number: \_\_\_\_\_

School address: \_\_\_\_\_

We, the undersigned Principal and Financial Advisors of the school stated above, request permission to spend \$\_\_\_\_\_ for the following purpose:

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

We intend to fund this project in the following manner:

From current bank and brokerage accounts: \$\_\_\_\_\_.

Conduct a capital campaign in the amount of: \$\_\_\_\_\_.

Borrow from a lending institution: \$\_\_\_\_\_.

Total project cost (attach three (3) quotes): \$\_\_\_\_\_.

Please note that any cost overruns or addition expenses of more than 10% must be reported to the DOY Finance Services Office.

### SCHOOL FINANCIAL STATUS (from the most recent certified annual financial report)

Total annual receipts \$\_\_\_\_\_

Total annual disbursements \$\_\_\_\_\_

School assets (including any endowments) \$\_\_\_\_\_

School indebtedness \$\_\_\_\_\_

Unpaid assessments to diocese \$\_\_\_\_\_

- We request permission to conduct a capital campaign in the amount of \$\_\_\_\_\_. (If a capital campaign is to be conducted in excess of \$50,000, a written request from the President/Pastor/Administrator should accompany this form addressed to the Bishop and copied to the CFO) to apply toward the amount of the above expenditure.
- We have reviewed and will be in compliance with the additional information listed on the second page of this form.

President or Principal: \_\_\_\_\_

School Advisory Board: \_\_\_\_\_

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

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## REMINDER OF KEY DIOCESAN POLICIES

- Union labor** If the project cost is \$100,000 or more, you must be in compliance with the Diocesan Union Labor Contract Policy for Renovations and New Construction or request an exemption before the project begins.
- Legal documents** All contracts must be reviewed by the Financial Services Office, diocesan legal counsel, and possibly be signed by the Bishop of his designee.
- Financing** All financing arrangements (with the plan for repayment) must be reviewed by the Financial Services Office and appropriate documents must be signed by the Bishop or his designee.
- Available cash** Cash equaling one half of the total project cost must be available before the project can begin.
- Insurance and Hold Harmless Agreements for contractors** All contracts must contain insurance and Hold Harmless clauses, or a separate agreement must be signed

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### EXPENDITURE

Amount requested \$ \_\_\_\_\_

Amount approved \$ \_\_\_\_\_

Amount disapproved \$ \_\_\_\_\_

Amount More information is needed \$ \_\_\_\_\_

Rationale:

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\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Financial Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vicar General

\_\_\_\_\_  
Date