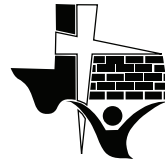


# DISBURSEMENT



Texas District Church Extension Fund  
1221 Satellite View, Round Rock, TX 78665  
Phone 1-888-951-1233  
Fax 512-535-1605  
TexasCEF.org  
facebook.com/texascef

## STEP 1: Customer Information

Congregation Name \_\_\_\_\_ City \_\_\_\_\_ Loan or Investment Number \_\_\_\_\_  
Type of Investment:  Building Fund  Line of Credit  Construction Loan  Other Loan

## STEP 2: Payee Information

Name \_\_\_\_\_ Taxpayer Identification Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of Transfer: (Check one)  Mail Payee  ACH Payee  Wire Payee  
 Congregation  Congregation  Congregation  
Check amount \$ \_\_\_\_\_  
(Attach invoice for Building Fund disbursements)

## STEP 3: Budget Allocation (for Construction Loans only)

Construction \$ \_\_\_\_\_  
Interest, Fees, Permits, etc. \$ \_\_\_\_\_  
Contingency \$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
Total Amount \$ \_\_\_\_\_

**Submit all bills with this form. This form must be filled out completely. Bills submitted for payment must:**

- (a) be legible;
- (b) be approved by an authorized signature, as indicated on your Statement of Understanding;
- (c) indicate the budget item from which to be paid.

After receipt of an approved bill, our turnaround is usually less than 72 hours.

**Bills may be mailed, faxed (512-535-1605) or e-mailed, as long as the requisite authorized signature is visible and the name, address and amounts are legible.**

## STEP 4: Authorization

I certify that the disbursement is being made for capital projects as described in the attached invoice or Budget Allocation (Step 3).

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Through investments from Texas District LCMS congregations and their members, Church Extension Fund will be the preferred financial resources partner for district ministries focused on multiplying followers of Jesus.