[Date]

NOTE: Check will be issued from Bank of Hawaii

To: Sam Okita, Diocesan Controller

From: [Name of Priest, Warden, or Treasurer, and Title]

Church/Organization: [Name of church or organization]

At its meeting on [date] the [Vestry, Bishop's Committee, or name of governing group of an organization] approved the withdrawal of funds from the Diocesan Portfolio. Please see the attached minutes from that meeting.

|  |  |
| --- | --- |
| Withdraw from: | [name of fund as written in quarterly report. If you are withdrawing from more than one fund, please list funds and amounts below.] |
| Amount:  | [amount cannot exceed 90% of amount on last quarterly report due to fluctuations of market] |
| Purpose: | [what funds will be used for] |

[If you are withdrawing from more than one fund, please list funds and amounts here or insert any additional information]