

**Diocese of Wheeling-Charleston
Deposit and Loan Fund
Loan Request**

An authorized person must sign this request. If parish related, the Pastor must sign. If school related, the Principal and Designated Pastor must sign. If for other Diocesan entity, the Executive Director must sign.

Loan approvals must include signatures by the Bishop, Vicar General, CFO/Finance Director, Superintendent of Schools for school loans, and Director/Supervisor of Buildings & Properties for constructions loans.

Location Name: _____
City: _____
Email Address: _____
Date: _____
Amount Requested: \$ _____
Reason for Loan Request: _____
Check Payable To: _____
Street Address: _____
City, State, Zip Code: _____

For Finance Use:

Monthly repayment amount: \$ _____
Interest Rate: _____
Loan payoff date: _____

Authorization for the Above Request

Name and Title: _____
Signature: _____

DWC Finance Use

Finance Approval-Signature: _____
CFO or Finance Director _____

If withdrawal is related to a construction project,
Buildings & Properties-Signature: _____
Director or Supervisor of Buildings & Properties _____

If loan is for a school,
Superintendent of Schools Signature: _____