

**Diocese of Wheeling-Charleston
Deposit and Loan Fund
Withdrawal Slip**

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

Funds cannot be withdrawn by the Bishop, Vicar General, CFO or other Diocesan Staff without written permission from the Pastor, Principal or Executive Director of the Diocesan entity to which the funds belong.

Location Name: _____
City: _____
Email Address: _____
Date: _____

Withdrawal Request

Account Number: _____
Name of Account: _____
Withdrawal Amount: \$ _____
Reason for Withdrawal: _____

Check Payable To: _____
Street Address: _____
City, State, Zip Code: _____

Authorization for the Above Withdrawal

Name and Title: _____

Signature: _____

DWC Finance Use

Finance Approval-Signature: _____
CFO, Director Finance Operations or Controller

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

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