For Office Use Only
Membership # _____
Deposit amount $_____
☐ Check ☐ Charge
Initials _____Date_____
- - - - - - - - - - - - - - - - - - - -
Refund amount_$_____
Initials _____ Date_____

# CHECKING OUT
# NACBA CERTIFICATION PROJECTS

These projects (no more than 2 at a time) may be checked out by NACBA National Members for a period of thirty (30) days which may be extended for an additional thirty (30) days by phone before the due date. To check out a certification project send $35.00 per project to the **National Association of Church Business Administration**. $25.00 of this is a refundable deposit which will be returned if the project is returned to the national office within the thirty (30) days, or if renewed, the sixty (60) days time frame. The other $10.00 is used to cover postage and handling. To order return this form to **NACBA, 100 N. Central Expressway, Suite 914, Richardson, Texas 75080-5326**, with your check or FAX 972.699.7617 with credit card information. (No books are sent without money or credit card information.)

Name _____ Date_____

Church _____ Phone _____

Address _____
Street City State Zip

1. Project ID # _____

Project Title _____

Author _____

| Date Sent | Due Date | Date returned |
|---|---|---|
| | | |

2. Project ID # _____

Project Title _____

Author _____

| Date Sent | Due Date | Date returned |
|---|---|---|
| | | |

☐ Check Check # _____

☐ Charge ☐ Visa ☐ Master Card ☐ Discover Card

Credit Card # _____ Expiration Date _____

Name on Card _____ Zip for mailing address_____

PLEASE NOTE: Your $25 deposit is returned **ONLY** if the project is **returned** to the national office within the thirty (30) days or if renewed, the sixty (60) days time frame. **Only two (2) projects at a time may be checked out.**

3/16/04