Maintenance/Supply Request Form

Please complete the following information for any maintenance issues or supply requests and return to Tammy Hardin in the church office.

Ministry Area:

Person Submitting Request:

Contact Number:

Contact Email:

Maintenance Request

Room # or Area of Church: (e.g. L101 or Kitchen)

Maintenance Issue: (e.g. burned out light bulb)

Supply Request

Resource Room:  
____ Copy Paper  
____ Colored Paper color: _________  
____ Paper Clips  
____ Staples  

Classroom:  
____ Paper Towels  
____ Kleenex  
____ Clorox Wipes  
____ Hand Sanitizer  
____ Lysol Spray  

2013-2014 Budget Year