TABERNACLE BAPTIST CHURCH
SUPPLY REQUISITION FORM

(All requests must be submitted at least seven (7) days in advance.)

Please complete all of the information below.

DATE OF REQUEST: _____ DATE NEEDED: _____

NAME OF MINISTRY MAKING THE REQUEST: _____

Name of Person Making Request: _____ Phone_____

MINISTRY LEADER=S SIGNATURE: _____

REASON WHY ITEM(S) IS/ARE NEEDED: _____

NOTE: THIS FORM IS TO BE RETURNED TO THE CHURCH OFFICE FOR PROCESSING.

PLEASE INDICATE SUPPLIES, GAMES, EQUIPMENT OR MATERIALS NEEDED:

QTY.	**UNIT** ***(each, box, set, etc.)***	***DESCRIPTION OF ITEM(S)*** ***(name, color, size, etc.)***

I understand and agree that all items not used by this ministry will be returned to the church office and be made available for other Ministries/Departments to utilize.

Signature of person making the request: _____

For Office Use Only:

Status:

_____ ***Item(s) not available***

_____ ***Item(s) need to be ordered***

_____ ***Item(s) discontinued***

_____ ***Order date***

_____ ***Date received***

(YES/NO) ***Request for Supplies Completed***

(Revised 02/17/04)