Watts Chapel Missionary Baptist Church
Clerical Assistance and/or Supplies Request Form

Ministry: _____

Leader: _____

Today's Date: _____

Date Needed*: _____

**** Please submit at least one week prior to date needed***

Typing:

Description: ☐ Detailed Below ☐ Attached

_____

_____

_____

Copies:

Content: ☐ As listed above ☐ Attached

No. of Copies _____

☐ Single sided ☐ Double sided

☐ Other (explain below)

_____

_____

_____

Other:

Type of Need: _____

Has approval been obtained? ☐ Yes ☐ Pending

_____

_____

_____

_____

Office Supplies Request

Please list the type of supplies needed, quantity, and date needed. ***Please note: Supplies must be ordered at least 7-10 days prior to the event.***

Date Supplies Needed: _____

Type of Supplies and Quantity

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

For Administrative Office use only:

Date Submitted: _____ Date Completed: _____

Please submit all requests to the Administrative Office at least one week prior to the date needed. If you have questions about this form or work to be submitted, please contact the Church Office at 828-7348. Thank you.

Updated 4/21/2011