

CHINESE FAITH BAPTIST CHURCH

**PROPERTY & FINANCE
REPAIR / PURCHASE / OTHER
REQUEST FORM**

Name: _____

Date Submitted: _____

Department: _____

Needed by: _____

For property repair: Please list the item or property that needs repair.

For Purchase: Please list item description, item location (store name would be helpful)

Other: _____

* Revised Nov 1, 2005