

**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