

Date: _____

Name: _____

Room/Location: _____

Date required: _____

Description: _____

This item needs to be purchased

This item has been purchased

Ministry Staff Signature: _____

Please submit to Lena Lyle

(School—please submit to Connie Elkins)

OFFICE USE ONLY

Date Completed: _____

Completed by: _____

Revised 09/25/09