

Bible Way Fellowship Baptist Church

Work Request Form

Completed forms are due 7 business days prior to scheduling

Date: _____

Ministry/Department: _____

Date of the Event: _____

Event: _____

Description of Work

Type of Work

- | | | | | |
|---|---------------------------------------|--------------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Creating documents | <input type="checkbox"/> Dust/Vacuum | <input type="checkbox"/> CSW | <input type="checkbox"/> Lawn | <input type="checkbox"/> IT/Computer |
| <input type="checkbox"/> Copying | <input type="checkbox"/> Remove Trash | <input type="checkbox"/> Air/Heating | <input type="checkbox"/> Electrical | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Cutting | <input type="checkbox"/> Mop | <input type="checkbox"/> Telephone | <input type="checkbox"/> Lighting | _____ |
| <input type="checkbox"/> Typing | <input type="checkbox"/> Set-up | <input type="checkbox"/> Lighting | <input type="checkbox"/> Plumbing | |

Approvals & Signatures

Person submitting request: _____ Date _____

Ministry Director Approval (L2): _____ Date _____

Senior Director Approval #: _____ Date _____

Operations / Front Office Use Only

Received date: _____

Approved by: _____

Complete

Incomplete

Date rerouted: _____

Rerouted to: _____

Reason for rerouting: _____
