

Office Supply Request

St. Francis of Assisi Catholic Church

850 Douthit Ferry Road
Cartersville, GA 30120

Office: 770-382-4549

Fax: 770-382-4506

This form is to be used to request general office supplies. **All orders will be placed by Business Manager.**

Date of Request: _____ Requested by: _____

Ministry/Dept.: _____ Account to be charged: _____

Reason for request: _____

Vendor/website: _____ Date Items are Needed: _____

Quantity	Description (size, type, color, model #, manufacturer, etc.) – be as specific as possible!	Unit Cost	Total Cost

Total Cost: _____

Person requesting supplies:

_____ Date: _____
Ministry Leader (required)

Approved by:

_____ Date: _____
Parish Staff Resource

FOR PARISH OFFICE USE ONLY

Date order placed:	Ordered from:	Est. date of delivery:
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