

# Trustee Board Request Form

Date of request \_\_\_\_\_

Requested Item:

Purpose of Request:

What is the ministry served by this request?

If funding is needed, what is the source of funding?

What is the desired time frame of this request?

Will this project or acquisition require continuing or recurring maintenance or monetary input?

Other information for Trustee Board consideration (attach plans or other documentation as needed):

Requesting Person \_\_\_\_\_

Phone number and/or email: \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date: \_\_\_\_\_