

Second Baptist Church Work Order Request Form
Reverend Mark J. Lyons, Pastor

Job No. _____

- Contract Review and Approval
- Furniture/Equipment Request
- Project Estimate Request
- Carpentry
- Architectural
- Heating
- Air Conditioning
- Electrical
- Lighting/Ceiling
- Plumbing
- Miscellaneous: _____

Requested Completion Date _____

Project Description _____

Necessity for Expenditure (Business Case) _____

Requested by _____

Trustee Board Member issued to _____

Date _____

Actual Completion Date _____