

ORDER REQUEST FORM

We are happy to place orders in order for your committee to operate.

Please fill in the form and send it to the Dorset Church office

We hope this process will make things easier for your committee to perform and also eliminate the need for reimbursement. Most orders take one week to complete. Please consider this when making your plans and requests.

COMMITTEE: _____

CHAIRPERSON: _____

BUDGET LINE TO BE CHARGED: _____

EVENT NAME: _____

Please give a complete description of items to be ordered and also include a company name if you would like the items purchased from a particular vendor. The office tries to find the best prices for all orders.

List of items to be ordered (continue if more items needed)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

DATE ITEMS ARE NEEDED: _____

SIGNED

DATE