

ST. PAUL MISSIONARY BAPTIST CHURCH

REQUESTOR _____ MINISTRY : _____ DATE: _____

FOR BILLING: CHART OF ACCOUNT _____

QTY	OFFICE SUPPLIES
	SPMBC letterhead and envelopes
	SPMBC Envelopes
	Plain Envelopes w/windows wo/windows
	Filing cabinets (describe)
	Furniture (describe)
	Cartridges (list)
	Manila folders Manila envelopes (size)
	Paper (size)
	Paper clips
	Pens or pencils
	Post-its (size)
	Rubber bands
	Ruler
	Scissors
	Stapler
	Stapler remover
	Tape—scotch tape/masking tape
	Tissues (e.g. Kleenex)
	3-Ring Binders (list size)
	File Folder Labels
	Address Labels
	Other (specify name and details)

If additional items are needed and are not listed, annotate, place request in Box 5. Requestor will be notified when items are received.

DATE SUPPLIES RECEIVED _____ BY: _____

DATE REQUESTOR CONTACTED: _____ BY: _____

DATE PICKED UP BY REQUESTOR _____ BY: _____