

WORK REQUEST
First United Methodist Church
Warrensburg, MO 64093

TO: Board of Trustees/Property Maintenance Committee

(Routine maintenance and repair work costing less than \$250 will go directly to the Property Maintenance Committee. Alteration or new construction work costing in excess of \$100 will require Board of Trustees approval)

DATE: _____ **DATE:** _____
(When request is submitted) (When request is desired)

LOCATION: (Room number or verbal description of the location where work is to be done)

DESCRIPTION: (Describe what is being requested. Make sketch on back if necessary)

REQUESTOR: (Requests for alteration/new construction work must be approved by the originating committee prior to submittal)

Contact person _____ Committee Chair _____

FUNDING: (Answer the questions below if the request is for alteration or new construction work in excess of \$100. Indicate estimated cost, budget code, and/or other fund source, for example, memorial funds, restricted funds, special donation, etc.)

Estimated Cost: _____

Source of Funds: _____

BOARD OF TRUSTEE ACTION:

Approved Disapproved Date: _____

REMARKS:

