

St. Paul Lutheran Church and School

Project Request Form

Please complete this form for any non-emergency project work for the custodian or Board of Trustees.

Please return to the Trustees Mail Box or email to Vicki Simpson at Citiegrl@aol.com.

Please print clearly.

Name: _____

Date of Request: _____

Suggested Completion Date: _____

Description of Project: _____

-

For Board of Trustees only

Date Received: _____ Date Assigned: _____

Assignee: _____

Date Project Completed: _____ Duration of Project in Hours: _____

Additional Materials Used (if applicable): _____

Cost (if applicable): _____

Notes: _____
