TRUE LIGHT MISSIONARY BAPTIST CHURCH

Work Order

Anthony F. Halley, II Pastor

Requester Information:

Name	
Phone #	
Email	
Work Location	
Date Issued	

Receiving Information

Name	
Phone #	
Email	
Date Received	
Date Completed	

Upon completion of this work order, please provide any and all receipts of any exspenses that the church needs to be aware of.

If you need copies of the receipts for your own record, please mention that upon completion and returning this work order to the church office.

Requester Signature _____ Date _____

Receiving Signature _____ Date _____

Personnel _____ Date _____

Priority Level

High	
Medium	
Low	
Priority	
Priority Date	

Priority- Must be completed 1st or by a custom date

High- Must be completed within 24 hours.

Medium- Must be completed within 1 week.

Low- Must be completed within 14 days.

Work Description