

ADMINISTRATOR REQUESTS

PLEASE EMAIL TO: info@choseng.org

FAX TO: 678-228-1847

Date of Request: _____

Contact
Best Contact Phone Number: _____
Email: _____

Name:

Campus:

- MAIN CC CAMPUS
 CSU

Area of Ministry: _____

Priority Level:

- Urgent (By Mid-Week Service)
 Urgent (By Sunday Services)
 One Week **Date:** _____
 Two Weeks **Date:** _____

EVENT/MEETING REQUEST

Email info@choseng.org cc:
finance@choseng.org

Date/Time: _____

Location of Event (Please specify room): _____

(Please check all that apply)

- Funds Required for Event \$ _____ Payable to: _____
 Credit Card Required (Please email link to info@choseng.org for all online ordering-See below for ordering details)
 Flyers Requested Qty: _____
 Building Access
 Tables/Set-up Required (Please specify): _____
 Sound Booth (Main Sanctuary)
 CG Kingdom News Announcement (please provide all details)

****Please Note:** All Event Requests must fill out an event request form and be turned in for approval 45 days prior to the event.

COPY/PRINTING REQUESTS

Email:

info@choseng.org

Please provide specific details on your request:

- Black/White Qty: _____
 Color Qty: _____
 Cutting
 Hole Punched
 Stapled
 Double Sided
 Laminating
 Binding
 Graphics (Requires correspondence/approval with CG graphics)
 Signage (Requires correspondence/approval with CG graphics)

Additional:

INVENTORY/ORDERING/SUPPLY REQUEST

Email: Finance@choseng.org

Category:

- Meeting/Event
- Facilities/Janitorial
- Other: _____

Vendor or Purchasing From:

- In Store: _____
- Online Vendor: _____
- Private Vendor Name: _____ (1099 On-File Required)

MAINTENANCE/CUSTODIAL REQUEST

Email: info@choseng.org

Exact Location of Work: _____

Description of work/repair to be done:

Estimated Cost of Repair: _____

IMPORTANT INFORMATION:

- Funds disbursed in form of petty cash or checks will require receipts to be turned in within two weeks of disbursement. Regardless of event date please plan to purchase within the two week time frame
- **Purchases over \$100.00 require a second level finance approval. Please allow up to 7-10 days before planning to purchase**
- Depending on vendor; you may receive a substitution product or more/less in quantity due to a bulk order or budgeting purposes
- Each area of ministry must have a person assigned to do in-store purchases and has the ability to handle funds and receipts according to KVCC accounting guidelines
- Each request will be reviewed and prioritized accordingly. If deadline could not be met for some reason please contact Shelia Gibert at finance@choseng.org or 678.705.4904

ADMINISTRATOR USE:

Date Reviewed: _____ Priority Assigned: _____ Provide By: _____

Authorized By: _____

Comment: _____

Pending Response From: _____

Notes:

Event Request Received From: _____ Date: _____

Event Approved on CG Calendar: Yes / No

Postponed to: _____

- Pending Rescheduling for a later date
- Follow Up _____

Copy Requests From: _____ Date: _____

- CG & Ministry Logo

Delivery:

- Name: _____ Date: _____
- Main Campus Ministry Inbox _____
- CSU Ministry Inbox _____

Delivered By: _____

PO Approved By Accounting: _____ Purchasing Date: _____

Disbursements:

- Cash – Disbursed to: _____ Date/Time: _____
- Check – Payable to: _____ Date/Time: _____
- Credit Card #_ _ _ _ Receipt Printed: _____
- Net 30

Disbursed By: _____

Product Delivery:

- Name: _____ Date: _____
- MAIN CAMPUS Ministry Inbox _____
- CSU Ministry Inbox _____

Delivered By: _____