

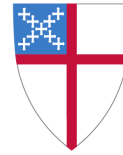


St. James' Episcopal Church

knowing and serving God by serving others

3768 Germantown Pike, Collegeville, PA 19426

610-489-7564 www.stjames-episcopal.org



Request for Supplies

(Please place in Director of Parish Operations Mail Slot once complete)

Date Submitted _____

Name: _____

Contact Number: _(_____)_____

Contact Email: _____@_____

Committee Requesting Items For: _____

Supplies Needed (please be as specific as possible):

1. _____
2. _____
3. _____
4. _____
5. _____

(Please Note: We order most supplies from Quill. If you have a quill number please include)

Vestry Liaison has been notified of request and is approved _____ Yes _____ No

Items included in Approved Budget for the year _____ Yes _____ No

For Office Use Only

GF/DF: _____ Class: _____

COA: _____ Total to be applied: _____

Part of Invoice Number: _____

Processed on _____ By _____