

STORAGE REQUEST FORM

Instructions: Complete this form to request approval to store or retrieve ministry related items in on-site and/or off-site storage. Please submit the completed form to Executive Ministry Management (EMM) via email to emm@harvestlifecycle.com. Hard copies may be submitted to the Ministry Admin Box in Room 300.

Name: _____
First Last

Contact #: _____ **Work #:** _____

Email: _____

Ministry: _____

REQUEST TO STORE ITEMS:

I am requesting to store items (please select): On-site (at church) Off-site storage

Please provide the reason why you are requesting items to be placed in storage. _____

Please provide a description of the items you are requesting to place in storage (include size of items – i.e. 2 large bins). _____

What date do these items need to be placed in storage?: _____

How long are you requesting for these items to be placed in storage?: _____

REQUEST TO RETRIEVE ITEMS:

Please detail the items you are requesting to be retrieved from storage: _____

What date do you need these items: _____

Please provide the date you are requesting for these items to be returned to storage (if applicable). _____

Please sign and date below and submit the completed form to EMM via email to emm@harvestlifecycle.com or hard copy via the Ministry Admin Box in Room 300.

Requester: Signature: _____ Date: _____

EMM DEPARTMENT ONLY

Request: Approved Disapproved Forwarded to Facilities Dept: _____ (date) By: _____