

First Evangelical Church of Cerritos
EQUIPMENT REQUISITION FORM

11330 E. 166th Street ♦ Cerritos, CA 90703 ♦ (562)865-8444 ♦ (562)865-8865 (Fax)

*** This form must be submitted to the Church Secretary's office in Room B008 for arrangement & confirmation.**

Please provide the following requested information to expedite the approval of your request:

Requestor Information

Name: _____ (English) _____ (Chinese)

Organization/Fellowship: _____

Address: _____ City: _____ Zip Code: _____

Home Phone: _____ Business Phone: _____

Cell Phone: _____ Email Address: _____

Purpose of Request / Date / Time

Purpose: _____

Borrow Date: _____ Borrow Time: _____

Place: _____ (Indicate facility or place where borrowed items will be used)

Return Date: _____ Return Time: _____

Item(s) Requested:

<u>Description</u>	<u>Brand</u>	<u>Quantity</u>	<u>Fee (as applicable)</u>
1.			
2.			
3.			
4.			
5.			

Additional Remarks of Item(s) Borrowed:

I agree to return the borrowed item(s) in its pre-event condition by the date and time indicated above.

Requestor Signature

Date

For Church Office Use Only

Approval Signature

Date

Confirmation Date

Return Confirmed By:

Remarks: _____

Fee (if applicable): _____

Staff Name

Date