

FICC SUPPLY REQUEST FORM

Purpose: FICC is committed to ensuring that the whole man walks in complete Freedom and likewise we too are committed to making sure you/your ministry has the proper tools needed to see our vision manifest. **Please allow 2-3 weeks from time of supply request to delivery.** This checklist is not all inclusive, but should be reserved for small, routine supplies needed for ministry preparation/service. Requests for large \$\$amounts **MUST BE** submitted via purchase requisition.

Please check all that apply, indicate the quantity needed next to the item and return signed form in church administrator's inbox located in the Freedom House.

ADMINISTRATIVE OFFICE

Desk supplies

- Pens
- Pencils
- Markers
- Highlighters
- Paper clips
- Tape
- Rubber bands
- Erasers

Paper products

- Writing pads
- Post-it® notes
- Phone message pads
- Copy paper
- Colored paper

Filing supplies

- Manila file folders
- Hanging file folders
- File labels
- Index dividers
- Sheet protectors
- Transparency

Stationery/mailling supplies

- Letter envelopes
- Catalog envelopes
- Padded envelopes
- Shipping labels
- Disk mailers
- Sealing tape

Computer/printer supplies

- inkjet cartridges
- CD-ROMs

Binding supplies

- Staples
- 3-ring binders

Supplies for hanging

- Pushpins
- Thumbtacks

BUILDING/MAINTENANCE

- Toilet paper

- Paper towels
- Hand soap
- Air freshener
- Light bulbs
- Trash bags
- Toilet bowl cleaner
- Windex wipes
- Clorox spray
- Carpet fresh
- Vacuum bags
- Sponges
- Dishwashing detergent
- Lysol
- Cleaning gloves
- Toilet bowl sanitizers
- Kleenex

MINISTRY SUPPLIES

- Olive oil
- Lap robes
- Bath Towels
- Hand towels
- Communion elements
- Baptism robes
- Certificates (baptism, baby dedications, etc)

HELPS MINISTRY SUPPLIES

Children's Ministry

- Crayons
- Pencils
- Pens
- Markers
- Scissors
- Snacks
- Videos
- Bibles
- Dry erase markers

Creative Arts

- Flags/streamers
- Face paint
- Binders

Evangelism

- Soul winning cards
- Clip boards
- Pens
- Tracts
- postcards

Hospitality/Catering

- Visitor gifts
- Paper plates
- Cups
- Napkins
- Cutlery
- Serving trays
- Condiments
- Coffee/tea bags

Media/Bookstore

- Register tape
- Receipt book
- CDs
- DVDs
- CD/DVD covers
- CD/DVD labels

Usher/Parking Lot

- Bulletins
- Offering envelopes
- Visitor cards
- Altar/decision cards
- New member apps
- Helps ministry apps

Youth

- Pencils
- Pens
- Markers
- Snacks
- Videos
- Bibles
- Dry erase markers

Other: _____

Signature

Ministry/Dept

Date

FOR OFFICE USE ONLY

Status of Request:

ACCEPTED

DECLINED