

# Work Authorization/Notification Form

(Check only one box below)

**Vendor Visit**

**Vendor Work Order**

**Permission to Proceed**

1. **Contact Person:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

2. **Date Submitted:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

3. **Requested by (Ministry/Auxiliary/Member):** \_\_\_\_\_

4. **Chairperson:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

5. **Vendor (Company Name):** \_\_\_\_\_

6. **Vendor Contact:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

7. **Date:** \_\_\_\_\_ **Arrival Time:** \_\_\_\_\_ **Departure Time:** \_\_\_\_\_

8. **Description of Request:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. **Estimated cost \$** \_\_\_\_\_ **Actual cost \$** \_\_\_\_\_ **Quote(s) Attached**

10. **Special Instructions:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Facilities Manager** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Facilities Manager Signature)

## OFFICIAL ACTION *(For Permission to Proceed Requests only)*

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**Trustees: Approved** \_\_\_\_\_ **Denied** \_\_\_\_\_ **Date** \_\_\_\_\_ **Revisit** \_\_\_\_\_  
(Signature) (Signature) (Date) (Date)

**Reason for Denial:** \_\_\_\_\_

**Deacons: Approved** \_\_\_\_\_ **Denied** \_\_\_\_\_ **Date** \_\_\_\_\_ **Revisit** \_\_\_\_\_  
(Signature) (Signature) (Date) (Date)

**Reason for Denial:** \_\_\_\_\_

## **INSTRUCTIONS for COMPLETING the WORK AUTHORIZATION/NOTIFICATION FORM**

### **I. VENDOR VISIT**

The form shall include (but is not limited too) Items number 1, item number 3 through 8 and item number 10 (if applicable).

- Contact Person, Phone Number
- Requested by Ministry/Auxiliary/Member and/or Others
- Chairperson, Phone Number
- Vendor, Company Name
- Vendor Contact
- Date, Arrival Time and Departure
- Description of Request
- Special Instructions

The Vendor Visit Notification form is submitted to the Trustee Board Chairman/Vice Chairman ([trustees@springfieldbaptistchurch.com](mailto:trustees@springfieldbaptistchurch.com)) and the Facilities Manager ([facilitiesmgr@springfieldbaptistchurch.com](mailto:facilitiesmgr@springfieldbaptistchurch.com)) for notification purposes only.

### **II. VENDOR WORK ORDER**

The form shall include (but is not limited too) Items number 1, item number 3 through 8 and item number 10 (if applicable).

- Contact Person, Phone Number
- Requested by Ministry/Auxiliary/Member and/or Others
- Chairperson, Phone Number
- Vendor, Company Name
- Vendor Contact
- Date, Arrival Time and Departure
- Description of Request
- Special Instructions

The Vendor Work Order Notification form is submitted to the Trustee Board Chairman/Vice Chairman ([trustees@springfieldbaptistchurch.com](mailto:trustees@springfieldbaptistchurch.com)), Chairman of the Board of Deacons ([chairofdeacons@springfieldbaptistchurch.com](mailto:chairofdeacons@springfieldbaptistchurch.com)) and the Facilities Manager ([facilitiesmgr@springfieldbaptistchurch.com](mailto:facilitiesmgr@springfieldbaptistchurch.com)) for notification purposes only.

### **III. PERMISSION TO PROCEED**

#### **TO BE COMPLETED AND SUBMITTED BY TRUSTEE BOARD MEMBERS ONLY.**

The Permission to Proceed form is to be returned to the Trustee Board Chairman after final disposition by Chairman of the Board of Deacons. If approved, Trustee Board Chairman will assign Trustee to project and copy the Facilities Manager and Deacon Board. If denied, Trustee Board Chairman will document request as denied and file the request in the Trustee's office in accordance with the records retention schedule.