

New Mt. Zion M.B. Church



MAINTENANCE REPAIR FORM

(Please Print)

Date: _____

Submitted by: _____

Contact Email : _____ Contact Phone: _____

WHERE IS PROBLEM LOCATED: _____

DESCRIPTION: _____

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This section to be completed by Maintenance

Attach detailed descriptions with samples, pictures, quotes, etc to assist in request approval.
Signed copies of authorization form to be provided to Church Business Administrator.

Estimated Cost of Repair: _____

Approved By: _____ Date: _____
(Church Business Administrator)