**Deacon Request Form**

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| --- | --- |
| **Description** |  |
| **Date**: |  |
| **Person Responsible:** |  |
| **Attachments**: |  |

Background (give some background for the request)

Research (what research/discussions with others has gone into this request?) Will other ministries be affected from this purchase/change?) I.e. better efficiency, financial savings etc

Finance and Budget Implications

Volunteer and Workforce Implications (how the request may affect other members of the Church)

Safety and Risks ~~(~~are there any safety hazards or risks that need to be considered)

Recommended/Preferred Vendor (and reasons for this)

Recommendations (what do you want from the Deacons). That the Deacons: