

**GINGERBREAD FAIR COMMITTEE**

Suggested Request for Purchase of Capital Improvement  
(Church Related) Item/s.  
(Instructions on Back)

To: ***Gingerbread Fair Committee***  
Green Valley Presbyterian Church

Today's Date: \_\_\_\_\_

Request From: \_\_\_\_\_  
Church Group, Committee, Etc.

\_\_\_\_\_ Contact Person \_\_\_\_\_ Phone Number

Request For: \_\_\_\_\_  
Item/s (Attach a picture, if possible)

Detailed Description (Use, Time Needed and Urgency):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use back of form if necessary)

Vendor: _____	Vendor: _____
Manufacturer: _____	Manufacturer: _____
Model Number: _____	Model Number: _____
Quantity: _____	Quantity: _____
Price: \$ _____	Price: \$ _____

Give Unit Price and Total, Shipping, Set-Up, Installation Costs, etc.  
Reminder: GVPC cannot reimburse sales tax due to our non-profit status

*Please do not print below this line.*