



# The Center for Positive Living

## Office Request Form

This form is intended for CPL members and non-members to communicate administrative requests to the **Office Manager** for the **operations** of The Center. Please complete and put in the Administration door pocket. The Minister has final approval for any submissions.

Date: \_\_\_\_\_

### Office Manager

- \_\_\_ Appointment w/Rev. Claire
- \_\_\_ Bookstore
- \_\_\_ Bulletin Updates
- \_\_\_ Café Supplies
- \_\_\_ Class Handouts
- \_\_\_ Donation Receipts
- \_\_\_ Flyers
- \_\_\_ Kitchen Supplies
- \_\_\_ Membership Directories
- \_\_\_ New Comer Packets
- \_\_\_ New Comer Workbooks
- \_\_\_ **Newsletter Submissions**
- \_\_\_ Program Packet
- \_\_\_ Other \_\_\_\_\_

### Program Forms & Petty Cash

- \_\_\_ Program Sign Up/In Sheet
- \_\_\_ Program/Ticket Sales Calculation Form
- \_\_\_ Program Logistics Forms
- \_\_\_ Petty Cash Box \$ \_\_\_\_\_

### Office Forms

- \_\_\_ Administrative Request Form
- \_\_\_ Bookstore Sales Tracker Sheet
- \_\_\_ Check Request Form
- \_\_\_ Comment/Suggestion Card
- \_\_\_ Credit Card Form
- \_\_\_ Marketing Request Form
- \_\_\_ Membership Information Change Form
- \_\_\_ Music Submission Form
- \_\_\_ New Comers Sign Up/In Sheet
- \_\_\_ Production Request Form
- \_\_\_ Reimbursement Expense Form
- \_\_\_ Request for Information Card
- \_\_\_ RSI Practitioner Form
- \_\_\_ SOM Class Sign Up/In Sheet
- \_\_\_ Treatment Request/Result Forms
- \_\_\_ Other \_\_\_\_\_

Supporting Information: (instructions etc.)

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\* Drop off, email or fax Newsletter submissions to the CPL Office Manager. Newsletter submissions need to be in by the 15<sup>th</sup> of each month for the upcoming months Newsletter.

\* Drop off, email or fax Flyers to the CPL Office Manager. Flyers need to be in by Tuesday of each week.

Email: [CPLOffice@bellsouth.net](mailto:CPLOffice@bellsouth.net), Fax: 903.824.6873, Phone: 904.825.3600

Request by: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_