



Seventh-day Adventist Church
MICHIGAN CONFERENCE

ASSOCIATION

Parsonage Work Order

Return to mhickman@misda.org

Date of request: ____/____/____

Email: _____

Requesting Party: _____

Phone: () _____

Parsonage Address: _____

Description of work/repair:

FOR EMERGENCIES CALL: Joel Nephew @ 517.750.8050 if no
response call Mona Hickman @ 517.614.4617.

PLEASE REMEMBER TO SUBMIT WORK ORDER FORM.

THANK YOU

**Only pre-approved work
orders will be reimbursed.**

FOR OFFICE USE ONLY BELOW THIS LINE:

Date Requestor notified of request received: ____/____/____

Date Reviewed: ____/____/____

Priority Assigned: _____

Authorized By: _____

Comment: _____

Date Work Assigned: ____/____/____ Deadline to Complete: ____/____/____

Work Assigned To: _____ Contractor: _____

Date Work Completed: ____/____/____

Total cost of repairs: _____

Work request filed: _____

Receipts to Treasury: _____

Property Manager Signature

Maintenance or Upgrade request subject to Association Property Manager Approval