

JUBILEE CHRISTIAN ACADEMY PROPERTY REQUEST FORM (file in duplicate)	
REQUESTING PERSON: _____	
DATE FILED: _____	
ACTIVITY: _____	
PARTICIPANTS: _____	
CAMPUS / VENUE: _____	
DATE / TIME: _____	
ITEMS REQUESTED	SPECIFICATIONS
1. Chair (e.g., Bleacher, monobloc, student chair)	
2. Microphone	
3. Microphone stand	
4. Podium with JCA logo	
5. Sound system	
6. Table (e.g., monobloc, square, rectangular)	
7. White Board & markers / eraser	
8. Maintenance Staff / Janitor	
9. Other items (e.g., LCD, projector)	
APPROVED BY / DATE: _____ <div style="text-align: right; margin-right: 100px;">Department Head</div>	
RECEIVED BY / DATE: _____ <div style="text-align: right; margin-right: 100px;">Property Manager</div>	
* Please attach layout of arrangements * Please submit copy to the Property Office one week before activity date at the latest.	
<small>ELY/ndl/2012</small>	

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