ARCHDIOCESE OF AGANA
196 Cuesta San Ramon, Ste. B.
Hagatna, Guam 96910
Tel.: 671-472-6116 Fax: 671-477-3519

ACCOUNTING & FINANCE ONSITE SUPPORT REQUEST FORM

Requester Name: _____ **Date/Time:** _____

Parish/School/Entity: _____ **Location:** _____

Email No: _____ **Tel. No.:** _____

Urgent: Yes _____ No _____ **Estimated Hours:** _____ **Date Expected:** _____

Actual No. of Days / Hours Onsite Support was performed: _____

Description of Work Order Requested:

_____
_____
_____
_____
_____
_____
_____
_____
_____

Description of completed Work Order and Materials Used:

_____
_____
_____
_____
_____
_____
_____
_____
_____

Completed By: _____ **Date:** _____

Time Started: _____ **Time Ended:** _____

The Archdiocese Chancer Accounting and Finance Office overall goal are to schedule and complete requested services in a timely manner. For faster response, you may also consider arranging for a remote support via telephone and web. In addition, in order to effectively assist you, please complete this form ahead of time and enlist your items needing onsite support. You may email aoafinanceadmin@archagana.org. Thank you for your cooperation.