

VANCOUVER CHINESE ALLIANCE CHURCH CHEQUE REQUISITION FORM

Name: _____ **Date:** _____

Cheque made payable to (BLOCK LETTERS)

- Notes:**
1. For reimbursements, **original invoice/receipts** must be attached to the back of this form.
 2. Use a separate Cheque Requisition Form for each department.
 3. The person submitting this form must obtain the signature of the Dept. Head for approval.
 4. Submit this form with your invoices to the Knight St. Church Administration Office.

Department / Ministry

Admin	Adult	Alpha	Awana	Bursary	Business	C.E.	C. Conf. Subsidy
Camp	Caring	Children	Conference	Dev. & Training	Evangelism	Follow Up	Library
Literature	Mandarin	Mission	Music	Pastoral	Resource Ctre	Small Group	Sunday School
Special Event	Worship	Youth	Other _____				

Site: Church Fraser Lands Knight Street P[]@[] []

Congregation: Cantonese English Mandarin

Line #	Budget Amt (Approved)	For office use only		Description of Expense	Invoice Amt.	HST	For office use only	
		Acct #					Claimable HST	Inv. Amt – Claimable HST

Total Claimable HST

Prepared by (Print Name) _____ (_____) Phone # _____ CHEQUE TOTAL \$ _____

Name (Print) and Signature of Authorizing Department Head
Requisition must be approved and signed by authorizing department head before submitting

Authorization by Senior Pastor or Treasurer
(For Office Use Only)

For Office Use Only

Issued Date: _____
Cheque No. _____
Amount: _____
Issued by: _____

Copies: Warranty Company Dept. Admin.
Date Submitted: _____ **Date Mailed / Delivered:** _____
