

# 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 _____				

### Congregation:

Church      Cantonese      English      Mandarin

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

**Total Claimable GST**

\_\_\_\_\_  
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: \_\_\_\_\_

**Copies:**      Warranty      Company      Dept.      Admin.

Cheque No. \_\_\_\_\_

Date Submitted:	Date Mailed / Delivered:

Amount: \_\_\_\_\_

Issued by: \_\_\_\_\_