

**Form of Reimbursement or Request for Check**

Person requests for check: \_\_\_\_\_ 報賬人中文姓名: \_\_\_\_\_

Total amount requested: \$ \_\_\_\_\_ Date requested: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Make check payable to: \_\_\_\_\_ 支票抬頭中文姓名: \_\_\_\_\_

Address (optional) for mailing: \_\_\_\_\_

**Signature from authorized person (deacon) is required:**

Approval by: (Signature) \_\_\_\_\_ Full name: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\*\*\*\*\* Please attach supporting documents or receipts. \*\*\*\*\*

Description	Date	Acc#/Cat#	Amount prepaid
1.	/ /		\$ .
2.	/ /		\$ .
3.	/ /		\$ .
4.	/ /		\$ .
5.	/ /		\$ .
6.	/ /		\$ .
7.	/ /		\$ .
8.	/ /		\$ .
9.	/ /		\$ .
10.	/ /		\$ .
Total Amount			\$ .

Refer to the following for Acct/Cat/Loc numbers:

Account #		Category #			
100	Administration 行政	706	Pastoral Seminary & Conference/Education for Co-workers 教牧講座及同工教育	730	Local Evangelistic Event 福音活動
200	Worship 崇拜			731	Community Services 社會服務
300	English Ministry 英文事工	707	Sunday School 主日學	740	Baptism and Communion 洗禮與聖餐
350	Youth Ministry 青少年事工	708	English Service/Fellowship 英文聚會	741	Bible Study/Fellowship Group 查經班
370	Children Ministry 兒童事工	709	Choir 詩班	742	Calendar 月曆
400	Fellowship 團契	710	Summer Retreat 夏令會	743	Caring Ministry and Visitation 關懷
500	Building Maintenance 會堂維修	711	Youth Retreat 青少年退修會	744	Computer and IT 電腦 與網路
600	Education 教育	712	Worship Supplies 崇拜用品	745	Drinking Water 飲用水
720	Local Mission 本地宣教	713	Church Library 圖書館	746	Electricity 電費
800	Treasurer 會計/司庫	714	Fixture & Furniture 裝潢及傢具	747	Equipment/Appliance(not-IT) 器材/家電
900	Retreat 退修會	715	Copier Supply/Service 影印機用品	748	Fire Alarm and Security 警報系統
910	Building Development 會堂興建	716	Building & Auto Maintenance 會堂維修	749	Flowers 鮮花
920	Mission 差傳	717	Building & Auto Insurance 會堂保險	750	Guest Speaker (Honorarium) 講員謝禮
930	Benevolence 愛心	718	Gas (heating) 瓦斯	751	Insurance (Health etc.) 保險(健康等)
940	Seminarian 神學生	720	Lawn Care & Snow Removal 割草與除雪	752	Travel Expense 交通費
950	Contingency 意外費用	723	Office Supplies 文具用品	753	Rental Expense 場地及儀器租用
		724	Lunch & Kitchen Expenses 午餐/廚房	755	Printing 印刷裝訂
		725	Miscellaneous 雜項費用	756	Audio/Visual 音響/錄音/錄像
		726	Benevolence 愛心	757	Telephone 電話費
		727	Special Meeting 特別聚會	758	Waste Disposal 垃圾處理
		728	Seminarian 神學生	759	Water & Sewer 水費及廢水處理
		729	Mission 差傳	761	AWANA
				762	Church Alliance 教會聯盟