

活水福音教會

03-10-2010

Living Water Evangelical Church

1256 Wehrli Road Naperville IL 60540

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