

Date: \_\_\_\_\_

CHEQUE/CASH PAYABLE TO:				
REASON FOR REQUEST (includes invoice number):				
Description	Amount Before Tax	GST only	HST	Amount Claim
				-
				-
				-
				-
				-
				-
				-
				-
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -
office use only		Rebate 111310 - \$ -	111320 - \$ -	GL - \$ 0

Please select and circle the GL account code. Refrain from using more than one GL account code on a single expense form, especially if GST/HST are involved

Fill in total amount before and after tax, and total applicable taxes, if writing by hand

GL account				GL account		GL account	
Congregation - (Select)				Caring Ministry - Fellowship		Office and Administration	
Cantonese	English	Mandarin				Office and General	
<b>Evangelism Ministry</b>				<b>Cantonese Fellowship</b>			
Evangelism	161310	162310		Hannah	161901	Office Supplies	160550
Outreach	161320	162320	163320	Dorcas	161902	Other Supplies	160540
Nurturing	161330	162330	163330	Jonah	161903	Hospitality	160554
				Joshua	161904	Miscellaneous	160559
				John	161905	Special Events	160557
				Elim	161907	Communion & Worship	160552
<b>Christian Education Ministry</b>				<b>English Fellowship</b>		Donation to Other Charities	
Adult Education	161210	162210	163210	Elijah	161908	Advertising	160553
Youth Education		162220		Josiah	161910	Computer & Networking	160510
Library	161240		163240	Joseph	161911	<b>Finance</b>	
Training	161241	162241				Finance Function	160520
<b>Caring Ministry</b>				<b>Mandarin Fellowship</b>		Legal & Audit	
General	161100	162100	163100	Silas Fellowship	162901	<b>Facility</b>	
Visitation	161110	162110	163110	Life group	162902	Facility Mgt & Maintenance	160530
				Care group	162903	Insurance	160531
<b>Worship Ministry</b>				<b>Children Ministry</b>		Printing and Copiers	
Worship Speaker Fee	161410	162410	163410	Evergreen	163901	Snow removal, lawn	160532
Flower	161420			Love	163902	Telephone & Internet	160534
Usher	161430	162430	163430	Joy	163903	Utilities	160535
Audio & Visual	161440	162440	163440	Happiness	163904	Transportation	160536
Music	161450	162450	163450	Youth fellowship	163905	Small Equipment & Furniture	160556
<b>Church Retreat</b>							
	161340	162340	163340	Vacation Bible Camp	160610		
<b>Pastoral &amp; Office Staff Expenses</b>							
Staff Allowance, Mileage, Books	161582	162582	163582	General	160620		
Travel & Conference	161589	162589	163589	Sunday School	160630		
				Worship	160640		
				Outreach	160650		
				Edge Fellowship	160690		

Please staple all receipts to the back of this form. Ensure receipts include the registered Business HST # if HST \$ are charged on the receipts.

Requested by: \_\_\_\_\_ (Print) \_\_\_\_\_ (Signature) Cash received by: \_\_\_\_\_ (Print)

Approved by: \_\_\_\_\_ (Print) \_\_\_\_\_ (Signature) Date received: \_\_\_\_\_