

FIRST CHINESE BAPTIST CHURCH
CHECK REQUEST/DEPOSIT VOUCHER

List each receipt separately
Leave blank if you don't know the GL Code

Date: _____

GL Code

Amount

Request
 Deposit by _____

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Approved by: _____ CE, D, T

Total: _____

Payable to: _____

Mail _____

Taken _____

Reason: _____

Check No. _____ Check Date _____

Attach all receipts. Make Copies for: treasurer, Board of CE/Deacons/Trustees, department

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