

FIRST CHINESE BAPTIST CHURCH  
CHECK REQUEST/DEPOSIT VOUCHER  
三藩市第一華人浸信會報銷/存款表格

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

Date: 日期:	GL Code	Amount
<input type="checkbox"/> Request 報銷	_____	_____
<input type="checkbox"/> Deposit 存入	_____	_____
Approved by: 批准: _____ CE, D, T, S	_____	_____
Amount: 數額: _____	_____	_____

Payable to: \_\_\_\_\_ Mail 郵寄 \_\_\_\_\_  
支付給: \_\_\_\_\_ Taken 遞交 \_\_\_\_\_  
ACH 網上轉賬 \_\_\_\_\_  
Fill out the form below  
填妥以下表格

Reason:  
原因: \_\_\_\_\_

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Check/Confirm No. \_\_\_\_\_ Check (ACH) Date \_\_\_\_\_  
支票/確認號碼 \_\_\_\_\_ 支票/轉賬日期: \_\_\_\_\_

Attach all receipts. Make Copies for: treasurer, Board of CE/Deacons/Trustees, department  
請附上所有收據。影印/掃描給基教部/執事部或樓業部留底。

FIRST CHINESE BAPTIST CHURCH  
DIRECT DEPOSIT INFORMATION  
三藩市第一華人浸信會網上轉賬信息

Only need to fill out once  
僅需填寫一次

Date:  
日期: \_\_\_\_\_

Payable to: Name on account (please print):  
賬戶姓名請正楷填寫英文: \_\_\_\_\_

Name of Bank : 銀行英文名稱: \_\_\_\_\_

Bank ABA/Routing No. 銀行 ABA 號碼: \_\_\_\_\_

Account No. 賬戶號碼: \_\_\_\_\_

( Checking 支票戶口  Savings 儲蓄戶口)

Address: 地址: \_\_\_\_\_

City/State/Zip code: 城市/州/郵區號: \_\_\_\_\_

Phone: 電話號碼: \_\_\_\_\_

E-mail: 電郵: \_\_\_\_\_

**After completing this authorization agreement, submit it to Anita Yong.**  
填妥表格後請交給教會辦公室或簿記楊林欣欣姊妹。