

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 _____

Request 報銷 _____
 Deposit 存入 _____
by _____

Approved _____

by: 批准: _____

Approve Name _____

批准人姓名 _____ CE, D, T, S

Amount: _____

數額: _____

Payable to: _____

Mail 郵寄 _____

支付給: _____

Taken 遞交 _____

ACH 網上轉賬 _____

(Direct Deposit)

Reason: _____

原因: _____

Check/Confirm No. _____

支票/確認號碼 _____

Check (ACH) Date _____

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。