

Check Request Form

Chinese Grace Bible Church
 6656 Park Riviera Way ✦ Sacramento, CA 95831-1002
 916.422.4253 (voice); 916.422.6547 (fax);
 www.chinesegracebiblechurch.org

Instructions:

- ❶ Print legibly. Complete appropriate sections. Leave no appropriate sections blank.
- ❷ Original receipts are required; receipts will not be returned. Xeroxed copy of receipts, credit card statements, and your credit card transaction slip are not acceptable. *Staple the receipt(s) to the back of this form. Use a highlighter or circle items or amounts to indicate your purchase(s).*
- ❸ Requests are collected once a week at the end of Tuesday's business day and processed within 10 business days of collection.
- ❹ If you have "Additional Notes or Comments or Handling Instructions" attach a separate cover page when submitting this form.

Requested By:	Payable To
Home Phone:	<input type="checkbox"/> Payee's On File (payee has been issued a check before)
Work Phone:	Address:
E-Mail:	
Requester's Signature: Date:	
<input type="checkbox"/> Archive (save for warranty, capital purchase, proof of purchase)	Mail Check? <input type="checkbox"/> YES <input type="checkbox"/> NO Office _____ <input type="checkbox"/>

Expenditure Information • One check request is required for each check issued.

Account No.	Invoice No.	Due Date	Vendor's Telephone	Vendor's Fax
Description of Purchase Purpose of Expenditure (Staple receipts to the back of this form.)		Fund Account No.	Authorization/Approval Department Head's Signature	Expense Amount
❶				
❷				
❸				
❹				
❺				
❻				
❼				
❽				
❾				
❿				

Additional Notes / (Check box & attach a cover page if you have special handling instructions.) **Total \$** _____

For Office Use Only—Funding Information: *Amounts in excess of \$2500 require special handling*

<input type="checkbox"/> General Fund Budget	<input type="checkbox"/> Missions Fund: _____ Cantonese / English / Mandarin	<input type="checkbox"/> Other (Group B): _____
Transaction #:	Check #:	Check Date:
Total Charges (Check Amount):		

Honorarium

Checks issued over \$600.00 require the following area completed. Regardless of the amount, complete the date speaking box.

Speaking Date:	Guest Speaker's Name:
Social Security No.:	Love Offering Collected:

General Ledger Account Numbers

ADMINISTRATION—LABOR:

Salary: Senior Pastor	4900
Salary (Pastoral)	5000
Medical/Dental (Pastoral)	5010
Pension (Pastoral)	5020
Enrichment (English Pastor)	5100
Enrichment (Mandarin Pastor)	5110
Enrichment (Cantonese Pastor)	5120
Enrichment (Youth Pastor)	5130
Enrichment (Intern)	5140
Ministry (English Pastor)	5200
Ministry (Mandarin Pastor)	5210
Ministry (Cantonese Pastor)	5220
Ministry (Youth Pastor)	5230
Ministry (Intern)	5240
Interim English Pastor (Salary + Guest Speakers)	5292
Longevity Benefit	5295
Salary/Pension (Office Manager)	5300A/B
Salary (Secretaries)	5310
Salary (Office Assistant)	5315
Salary (Account Clerk)	5320
Wages (Janitor)	5330
Medical/Dental (Support Staff)	5340
Office Manager's Business Expense Account	5350
Worker's Compensation	5360
Payroll Taxes	5370
Salary (Contracted CPA)	5375

ADMINISTRATION—NON-LABOR:

Finance: Contract CPA + Payroll Administrator	5400
Furniture (Non-Capital Equipment)	5450
Property Insurance	5475
Postage	5500
Printing & Reproduction (Paper, Kinko's, etc.)	5550
Rental: Equipment (Copier, etc.)	5600
Repairs & Maintenance / Contracted Services (Main/RDP)	5700A/B
Supplies: Computer Equipment (Software, Disks, etc.)	5750
Supplies: Office (Pens, Staples, Binders, Folders, etc.)	5800
Supplies: Other (Janitorial & misc. stuff /RDP)	5850A/B
Property Taxes / Dues & Licenses (Main/RDP)	5875A/B
Telecommunications (Local & Long Distance)	5900
Utilities—SMUD (Main/RDP)	5950A/B
Utilities—PG&E (Main/RDP)	5951A/B
Utilities—City of Sacramento (Main/RDP)	5952A/B
Worship	5999

TRANSPORTATION:

Dues & Licenses	6000
Fuel	6010
Auto Insurance	6020
Maintenance & Repairs	6030

FUND ACCOUNTS

Audio & Visual / PA Sound Equipment	42AV
Benevolent	42BENxx
Books/Bibles	42BOO
Building	42BUI
Capital Equipment	42EQU
Brothers & Sisters (Cantonese Seniors Fellowship)	44CB&S
Beacon Fellowship (Cantonese College Fellowship)	44CBEA
Mandarin Fellowship	44MMAN
BASIC - Brothers & Sisters In Christ (College Ministry)	44YBAS
CYF - Christian Youth Fellowship (High School Ministry)	44YCYF

English Mission Misc (Offering/Expense)	9-4100 / 90ZZMSC
APU Mexico Outreach (Offering/Expense)	9-4105M / 95MOT
Mandarin Short Term Mission	91ZSTM
Mandarin Missions Training	91ZXSS
Cantonese Mission Misc (Offering/Expense)	9-4102 / 93ZZMSC
Cantonese Mission Conference	93ZXMC

ADULT MINISTRIES (ENGLISH 610)

Camps/Conferences	610 M010
Education/Training	610 M030
Evangelism	610 M040
Events	610 M050
Fellowship	610 M060
Honorarium	610 M070
Worship	610 M130

ADULT MINISTRIES (Mandarin 620)

Camps/Conferences	620 M010
Education/Training	620 M030
Evangelism	620 M040
Fellowship	620 M060
Honorarium	620 M070
Worship	620 M130

ADULT MINISTRIES (Cantonese 630)

Camps/Conferences	630 M010
Education/Training	630 M030
Evangelism	630 M040
Fellowship	630 M060
Honorarium	630 M070
Worship	630 M130

YOUTH MINISTRIES (640)

Curriculum	640 M020
Education/Training	640 M030
Evangelism/Outreach	640 M040
Rental	640 M100
Scholarship	640 M110
Worship	640 M130

CHILDREN'S MINISTRIES (650)

Curriculum	650 M020
Education/Training	650 M030
Events	650 M050
Fellowship	650 M060
Honorarium	650 M070
Nursery	650 M075
Outreach	650 M080
Literature & Publications	650 M090
Supplies	650 M120

SPECIAL EVENTS (670)

Camps & Conferences	670 M010
Events	670 M050
Honorarium	670 M070
Literature & Publications	670 M090
Legal Representation (Formerly: Staff Development & Training/Consultant)	670 M105
Seminary Scholarships	670 M110
Web Page	670 M125
Executive Board Leadership Training	670 M200
Senior Pastor Search Committee Expenses	670 M300

Lunch Ministry	42LUN
Maintenance Reserve	42MAI
Memorial (Memorial gifts designated to the church.)	42MEM
Transportation / Van Ministry	42TRA
Wedding	42WED
Capstone Fellowship (Cantonese Career Fellowship)	44CCAP
Grace Fellowship (Cantonese Family Fellowship)	44CGRA
TIGS - Teens In God's Service (Junior High Ministry)	44YTIG

MISSIONS

Ecuador STM (Offering/Expense)	9-410EB/EC / 90ZX SEC
CSM LA - Backpack (Offering/Expense)	9-4105L / 95CSMLA
Mandarin Mission Misc (Offering/Expense)	9-4101 / 91ZMSC
Mandarin Short Term Mission	91ZZZT
Cantonese Short Term Mission	93ZWSTM