



San Jose Christian Alliance Church

2018 — CHECK REQUEST FORM (CRF)

(Revised 7/27/2018)

Charge to Department Listed Below (One department per form)

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Audio Visual | <input type="checkbox"/> Infant | <input type="checkbox"/> Parking | <u>Ministry Teams:</u> |
| <input type="checkbox"/> Children | <input type="checkbox"/> Mission Field Fund | <input type="checkbox"/> Senior Center | <input type="checkbox"/> Cantonese (CS) |
| <input type="checkbox"/> Children Sunday | <input type="checkbox"/> Missions Department | <input type="checkbox"/> Spiritual Ministries | <input type="checkbox"/> English (ES) |
| <input type="checkbox"/> ESL Ministry | <input type="checkbox"/> Next Gen / C&C Min. | <input type="checkbox"/> Stonegate Kids Club | <input type="checkbox"/> Mandarin (MS) |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Operation | <input type="checkbox"/> Worship Ministry | <input type="checkbox"/> New Vine (NV) |
| <input type="checkbox"/> General Affairs | <input type="checkbox"/> Others | <input type="checkbox"/> Youth | <input type="checkbox"/> Site Planting |

Please Make Check Payable to (One name per form. Include contact information in case there are any questions.)

Name: _____ Email: _____

Phone #: (Home / Cell) _____ (Work) _____

Method of Check Delivery

- Mail to the payee Mail to address per invoice/bill

Address: _____

City: _____ State: _____ Zip: _____

Description

- * Refer to the back of this form for the ACCOUNT NUMBERS in the designated department.
- * Attach Receipts behind this form and Circle SUB/TOTALs on each receipt. (If more than 5 receipts, please paste receipts on 8.5"x11" paper.)
- * If the total request amount is \$25 or less, please request petty cash reimbursement.
- * If the receipt is over 90 days, additional clarification is needed for reimbursement.

ACCOUNT #	AMOUNT \$	PURPOSE OF THE PURCHASE / DESCRIPTION
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

- If you are unsure which account number to charge to, please consult the SJCAC church office or your congregation MAs.

TOTAL:

Signature

Check Requestor Signature: **X** _____ Print: _____ Date: _____

Approver Signature: **X** _____ Print: _____ Date: _____

This form cannot be processed for the reasons stated below:
Please furnish the information requested and resubmit.

- | | |
|--|--|
| <input type="checkbox"/> Account Number(s) Problem | <input type="checkbox"/> Lack of Signature(s) |
| <input type="checkbox"/> Incomplete Information | <input type="checkbox"/> Over Budget |
| <input type="checkbox"/> No Receipt(s) Attached | <input type="checkbox"/> Over 90 Days |
| <input type="checkbox"/> Other: | <input type="checkbox"/> Approver & Requestor cannot be the same |

OFFICE USE ONLY

Date Received: _____
 Date Returned To Requestor: _____
 Date Resubmitted: _____
 Manual Check #: _____
 Invoice # / Notes: _____

Business Department**Operation****(Eugene Lui, Carol So)**

524.010 Transportation Allowance
 562.010 Travelling & Conference
 564.010 Tuition: Cont. Education
 588.010 Safety & Security
 590.010 Printing Expenses
 592.010 Postages
 594.010 Office Supplies
 596.010 Subscriptions
 598.010 Entertainment
 600.010 Books
 602.010 Deeper Life Conference
 603.010 Missions Conference
 604.010 Computer Related
 606.010 Legal / Registration Fee
 652.010 Communion Supplies
 656.010 Baptism Souvenir
 660.010 Church Décor & Supplies
 666.010 Copyright

Finance(Ester Ng, Eugene Lui)

824.016 General Supplies
 830.016 Computer Related

Parking (Joe Chu, Eugene Lui)

974.025 Year End Gifts
 976.025 General Supplies

Audio Visual**(Eugene Lui, Dung Nguyen)**

983.026 Equip Maintenance/Supplies
 985.026 Training / Multi-Media
 986.026 AV Equipment, Acquisition

General Affairs**(Tong Chen, Eugene Lui)**

860.018 Janitorial Services
 862.018 Gardening Services
 864.018 Luncheon Supplies
 866.018 Maintenance Supplies
 868.018 Janitorial Supplies
 870.018 Maint. Contract - Elevator
 874.018 Bldg Maintenance
 876.018 Handyman

Worship Ministry**(Eugene Lui, Carol So)**

1002.028 Stage Design & Graph
 1004.028 Seminar / Workshops
 1006.028 Worship Resources / Eq.
 1008.028 Kreative Space
 1010.028 Equipment Maintenance
 1011.028 ES Worship Team
 1012.028 CS Worship Team
 1013.028 MS Worship Team
 1014.028 Youth Worship Team
 1015.028 New Vine Worship Team

Spiritual Ministries**(Eugene Lui, Derrick Duong)**

841.017 Conf Registr / Scholarship
 846.017 Prayer Ministry
 848.017 Spiritual Ministry - Gen
 853.017 Discipleship Academy
 854.017 Ministry Training

Age-Group Ministries**Children****(Sandy Kang, Leonora Taylor)**

703.011 Arrows Worker Apprec.
 704.011 Arrows
 706.011 Summer Outreach
 707.011 Background Check
 708.011 Evangelism/Outreach
 709.011 Honorarium
 711.011 CM Internship
 715.011 CM Staff Training
 716.011 General Supplies
 718.011 All-Church Events

Children Sunday**(Sandy Kang, Leonora Taylor)**

785.014 Curriculum & Materials
 792.014 Training
 794.014 Leaders' Appreciation

Infant**(Sandy Kang, Leonora Taylor)**

964.024 Infant Dept - Curriculum
 965.024 Nursery Supplies
 966.024 Toys, Equipment
 968.024 Infant Dept - Appreciation

Youth**(Audrey Kwong, Carol So)**

1651.012 YthBL - Events
 1652.012 YthBL - Materials
 1654.012 YthBL - Refreshment
 1661.012 YthOR - Events
 1672.012 YthCE - Refreshment
 1673.012 YthCE - Gift
 1675.012 YthCE - Other
 1681.012 YthRetreat - Registrn
 1682.012 YthRetreat - Speaker Hon.

Next Gen / C&C**(Eugene Lui, Kin Kwong)**

1036.029 NG - Summer Intern
 1052.029 NG - YA / C&C

All Church Outreach**Mission Field Fund****(Jack Chan, Tzo Yao Chan)**

1359.050 STM Trips
 1362.050 Local Outreach
 1363.050 Caring Ministry
 1360.050 Envision
 1371.050 Conf Scholarship

Missions Department**(Jack Chan, Tzo Yao Chan)**

760.013 Postages
 762.013 Speaker's Honorarium
 764.013 Speaker's Hospitality
 766.013 Travel & Conference
 768.013 Special Activities
 770.013 Gifts

Stonegate Kids Club**(Magnolia Lee, Carol Lee)**

1701.035 SG - Appreciation
 1705.035 SG - Supply
 1709.035 SG - Background Check
 1710.035 SG - Snacks
 1711.035 SG - Program
 1712.035 SG - Training

Senior Center**(Cindy Kroonblawd, Carol Lee)**

1303.060 Volunteer Appreciation
 1304.060 Supplies
 1314.060 Special Project

ESL Ministry**(Sam Young, Carol Lee)**

1072.030 Promo & Recruitment
 1074.030 Teaching Materials
 1075.030 ESL Book/Scholarship
 1076.030 Special Events (SJCAC)
 1077.030 Special Events (Rocksp)
 1078.030 Resource Library
 1080.030 Gifts & Misc.
 1081.030 ESL Rockspring Dinner

Others**(Kin Kwong, Eugene Lui)**

1713.035 Grief Share
 1714.035 MOPS
 1715.035 General Outreach
 1716.035 Arabic Outreach

Ministry Teams**Cantonese - CS****(Ken Wong, Henry Leung)**

1601.021 CSBL - Events
 1602.021 CSBL - Study Materials
 1603.021 CSBL - Honorarium
 1604.021 CSBL - Refreshment
 1605.021 CSBL - Others
 1611.021 CSOR - Events
 1612.021 CSOR - Honorarium
 1613.021 CSOR - Study Materials
 1614.021 CSOR - Refreshment
 1615.021 CSOR - Others
 1621.021 CSCE - Curriculum
 1631.021 CS Retreat - Registration
 1632.021 CS Retreat - Honorarium
 1635.021 CS Retreat - Others

English - ES**(Brandon Garcia, Linh Ly)**

1501.019 ESBL - Events
 1504.019 ESBL - Refreshment
 1505.019 ESBL - Others
 1511.019 ESOR - Events
 1513.019 ESOR - Training
 1514.019 ESOR - Refreshment
 1521.019 ESCE - Curriculum
 1522.019 ESCE - Refreshment
 1523.019 ESCE - Sunday Spkr Honor.
 1524.019 ESCE - Gift/Appreciation
 1525.019 ESCE - Others
 1531.019 ES Retreat - Registration
 1532.019 ES Retreat - Honorarium
 1533.019 ES Retreat - Promo
 1534.019 ES Retreat - Food

Mandarin - MS**(Steven Le, Pei-Shan Wu)**

1551.020 MS Development
 1552.020 MS Honorarium
 1554.020 MS Refreshment
 1555.020 MS Supplies
 1561.020 MS Promotion
 1564.020 MS Lunch Sunday
 1565.020 MS Team Building
 1573.020 MS Appreciation
 1575.020 MS Training
 1581.020 MS Retreat Registration
 1582.020 MS Retreat Venue
 1583.020 MS Outreach

New Vine - NV**(Linh Ly, Brandon Garcia)**

00938.022 NV Sunday - Support/Honor.
 00939.022 NV Sunday - Dinner
 00940.022 NV Sunday - Others
 00941.022 NVOR - Events
 00942.022 NVOR - Study Mat/Training
 00943.022 NVOR - Refreshment
 00944.022 NVOR - Others
 00945.022 NVBL - Materials/Training
 00946.022 NVBL - Food/Refreshment
 00947.022 NVBL - Gift/Appreciation
 00948.022 NVBL - Others
 00949.022 NV Facility Rental

Site Planting**(Eugene Lui, Yan Hong)**

2105.080 Training & Team Building
 2106.080 Administration

**** Legends****BL:** Body Life**OR:** Outreach**CE:** Christian Education