



San Jose Christian Alliance Church

2021 — CHECK REQUEST FORM (CRF)

(Revised 8/18/2021)

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"/> Children Sunday | <input type="checkbox"/> Missions Department | <input type="checkbox"/> Spiritual Ministries | |
| <input type="checkbox"/> ESL Ministry | <input type="checkbox"/> Next Gen / C&C Min. | <input type="checkbox"/> Stonegate Kids Club | |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Operation | <input type="checkbox"/> Worship Ministry | |
| <input type="checkbox"/> General Affairs | <input type="checkbox"/> Others | <input type="checkbox"/> Youth | |

- Cantonese (CS)
- English (ES)
- Mandarin (MS)
- New Vine (NV)
- New Spring (NS)

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
 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**(Jacy Chiu, 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 Building Maintenance

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 Registrn / Scholarship
 846.017 Prayer Ministry
 848.017 Spiritual Ministry - Gen
 853.017 Discipleship Academy
 854.017 Ministry Training

Age-Group Ministries**Children****(Grace Chen, Sylvania Li)**

703.011 Arrows Worker Apprec.
 704.011 Arrows
 706.011 Kids on Mission
 707.011 Background Check
 708.011 Evangelism/Outreach
 710.011 Scholarship Fund
 711.011 CM Internship
 715.011 CM Staff Training
 716.011 General Supplies
 718.011 All-Church Events

Elementary**(Grace Chen, Sylvania Li)**

785.014 Curriculum & Materials
 792.014 Training
 794.014 Leaders' Appreciation

Children Early Year**(Grace Chen, Helen Yuen)**

963.024 Training
 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****(Tzo Yao Chan, Paul Lai)**

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

Missions Department**(Tzo Yao Chan, Paul Lai)**

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**(Eugene Lui, 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
 1702.025 SG - X-Club

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 Community Outreach
 1715.035 All Church Events
 0212.010 Arabic Outreach

Ministry Teams**Cantonese - CS****(Connie Chow, 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
 1634.021 CS Retreat - Food

English - ES**(Brandon Garcia, Maria Tran)**

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 - Promotion
 1534.019 ES Retreat - Food

Mandarin - MS**(Steven Le, Yue Ming Chan)**

1551.020 MSBL Development
 1552.020 MSBL Honorarium
 1554.020 MSBL Refreshment
 1555.020 MSBL Supplies
 1561.020 MSOR - Events
 1563.020 MSOR - Promotion
 1564.020 MSOR - Lunch Sunday
 1565.020 MSOR - Team Building
 1573.020 MSCE - Appreciation
 1575.020 MSCE - Training
 1581.020 MS Retreat - Registration
 1582.020 MS Retreat - Venue
 1583.020 MS Retreat - Promotion
 1585.020 MS Retreat - Other

New Vine - NV**(Eric Chen, Maria Tran)**

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

New Spring - NS**(Eugene Lui, Bernita Lee)**

00891.032 NS Sunday - Support
 00892.032 NS Sunday - Refreshment
 00894.032 NSOR - Events
 00896.032 NSOR - Refreshment
 00899.032 NSBL - Food
 00900.032 NSBL - Gift/Appreciation
 00901.032 NSBL - Others

**** Legends**

BL: Body Life
OR: Outreach
CE: Christian Education