



# 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              | <b>Ministry Teams:</b> |
| <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                |                        |

### 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 Registr / 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 - Registn  
 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