



# San Jose Christian Alliance Church

## 2022 — CHECK REQUEST FORM (CRF)

(Revised 1/28/2022)

### 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"/> 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
- 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
- 656.010 Baptism Souvenir
- 660.010 Church Décor & Supplies

**Finance**

**(Ester Ng, Eugene Lui)**

- 824.016 General Supplies
- 830.016 Computer Related

**Parking**

**(Carol So, 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
- 874.018 Building Maintenance

**Worship Ministry**

**(Eugene Lui, Carol So)**

- 1002.028 Stage Design & Graph
- 1004.028 Seminar / Workshops
- 1006.028 Worship Resources / Eq.
- 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
- 1016.028 New Spring Worship Tm

**Spiritual Ministries**

**(Eugene Lui, Derrick Duong)**

- 841.017 Conf Registrn / Scholarship
- 846.017 Prayer Ministry
- 848.017 Spiritual Ministry – Gen

**Spiritual Min. (cont.)**

**(Eugene Lui, Derrick Duong)**

- 853.017 Discipleship Academy
- 854.017 Ministry Training

**Age-Group Ministries**

**Children**

**(Grace Chen, Sylvania Li)**

- 703.011 Children Fellowship Appr
- 704.011 Children Fellowship
- 706.011 Kids on Mission
- 707.011 Background Check
- 708.011 Evangelism/Outreach
- 709.011 KAC
- 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)**

- 1032.029 NG Discipleship
- 1034.029 NG Small Group
- 1036.029 NG Summer Intern
- 1038.029 NG Ministry Team
- 1042.029 NG Outreach
- 1044.029 NG Honorarium
- 1048.029 NG Refreshment
- 1052.029 NG YA / C&C
- 1054.029 NG Retreat

**All Church Events**

**(Carol So, Eugene Lui)**

- 1715.035 All Church Events

**All Church Outreach**

**Mission Field Fund**

**(Daniel Ng, Paul Lai)**

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

**Missions Department**

**(Daniel Ng, 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
- 1702.035 SG - X-Club
- 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
- 1077.030 Special Events (Rocksp)
- 1078.030 Resource Library
- 1080.030 Gifts & Misc.
- 1081.030 ESL Rockspring Dinner

**Ministry Teams**

**Cantonese - CS**

**(William Pak, 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**

**(Daniel Yung, 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**

**(Tian Hua Ding, 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 - Dinner
- 00893.032 NS - Other
- 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