



San Jose Christian Alliance Church

2023 — CHECK REQUEST FORM (CRF)

Charge to Department Listed Below: (One department per form)

BUSINESS DEPT

- Audio Visual
Finance
General Affairs
Operations
Parking
Spiritual Ministries
Worship Ministry

AGE-GROUP MIN.

- Infant
Children
Children Sunday
Youth
Next Gen / C&C Min.

ALL CHURCH OUTREACH

- ESL Ministry
Mission Field Fund
Missions Department
Senior Center
Stonegate Kids Club

MINISTRY TEAMS

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

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: \_\_\_\_\_

Account # / Description(s):

- \* Refer to the back of this form for the ACCOUNT NUMBERS in the designated department
\* Attach RECEIPTS behind this form (If more than 5 receipts, please paste receipts on 8.5"x11" paper)
\* Circle SUB/TOTALS on each receipt
\* If the total request amount is \$25 or less, please request petty cash reimbursement from church office
\* If the receipt is over 90 days, additional clarification is needed for reimbursement
\* If you are unsure which account number to charge to, consult your congregation Ministry Assistant or church office

Table with 3 columns: ACCOUNT #, AMOUNT \$, PURPOSE OF THE PURCHASE / DESCRIPTION. Includes a TOTAL row with a box for the amount.

Signatures:

Check Requestor's Signature: X \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Approver's Signature: X \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

This form cannot be processed for the reasons stated below:

Please furnish the information requested and resubmit

- Account Number(s) Problem
Incomplete Information
No Receipt(s) Attached
Approver & Requestor cannot be the same person
Other:
Lack of Signature(s)
Over Budget
Over 90 Days

OFFICE USE ONLY:

(Revised 1.2023)

Received: \_\_\_\_\_ Manual Chk #: \_\_\_\_\_
Returned: \_\_\_\_\_ Invoice #: \_\_\_\_\_
Resubmitted: \_\_\_\_\_ Notes: \_\_\_\_\_

# Chart of Accounts

## BUSINESS DEPARTMENT

### Audio Visual

(Celine Bower, Dyung Nguyen)  
 983.026 Equip Maintenance/Supplies  
 985.026 Training / Multi-Media  
 986.026 AV Equipment, Acquisition

### Finance

(Ester Ng, Celine Bower)  
 824.016 General Supplies  
 830.016 Computer Related

### General Affairs

(Ken Yu, Celine Bower)  
 860.018 Janitorial Services  
 862.018 Gardening Services  
 864.018 Luncheon Supplies  
 866.018 Maintenance Supplies  
 868.018 Janitorial Supplies  
 874.018 Building Maintenance

### Operations

(Celine Bower, Audrey Kwong)  
 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

### Parking

(Celine Bower, Carol So)  
 974.025 Year End Gifts  
 976.025 General Supplies

### Spiritual Ministries

(Derrick Duong, Celine Bower)  
 841.017 Conf Registrn / Scholarship  
 846.017 Prayer Ministry  
 848.017 Spiritual Ministry – Gen  
 853.017 Discipleship Academy  
 854.017 Ministry Training

### Worship Ministry

(Mark Kwong, 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

## AGE-GROUP MINISTRIES

### Children

(Grace Chen, Sylvania Li)  
 703.011 Children Fellowship Appr  
 704.011 Children Fellowship  
 706.011 Kids on Mission  
 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

### Children Early Year

(Grace Chen, Helen Yuen)  
 963.024 EY-Training  
 964.024 EY - Curriculum  
 965.024 EY - Supplies  
 966.024 EY -Toys, Equipment  
 968.024 EY - Appreciation

### Elementary

(Grace Chen, Sylvania Li)  
 785.014 Curriculum & Materials  
 792.014 Training  
 794.014 Leaders' Appreciation

### Youth

(Audrey Kwong, Carol So)  
 1651.012 YthBL - Events  
 1652.012 YthBL - Materials  
 1654.012 YthBL - Refreshment  
 1661.012 YthOR – Events  
 1671.012 YthCE - Curriculum  
 1672.012 YthCE - Refreshment  
 1673.012 YthCE - Gift  
 1675.012 YthCE - Others  
 1681.012 YthRetreat - Registrn  
 1682.012 YthRetreat - Speaker Hon.  
 1685.012 YthRetreat - Others

### Next Gen / C&C

(Kin Kwong, Celine Bower)  
 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 OUTREACH

### All Church Events

(Audrey Kwong, Carol So)  
 1715.035 All Church Events

### ESL Ministry

(Sam Young, May Ho)  
 1072.030 Promo & Recruitment  
 1074.030 Training & Materials  
 1075.030 ESL Book/Scholarship  
 1077.030 GC- ESL Training  
 1078.030 Resource Library  
 1080.030 Tutoring  
 1081.030 Dinner / Lunch

### 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

### Senior Center

(Audrey Kwong, Celine Bower)  
 1303.060 Volunteer Appreciation  
 1304.060 Supplies  
 1314.060 Special Project

### Stonegate Kids Club

(Dyung Nguyen, Celine Bower)  
 1701.035 SG - School  
 1702.035 SG - X-Club  
 1705.035 SG - Supplies  
 1709.035 SG - Background Check  
 1710.035 SG - Snacks  
 1711.035 SG - Program  
 1712.035 SG - Training

#### \*\*Legend\*\*

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

## MINISTRY TEAMS

### Cantonese - CS

(William Pak, Yammie Fu/Kan)  
 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

### English - ES

(Daniel Yung, Maria Tran)  
 1501.019 ESBL - Events  
 1504.019 ESBL - Refreshment  
 1505.019 ESBL - Others  
 1521.019 ESCE - Curriculum  
 1522.019 ESCE - Refreshment  
 1524.019 ESCE - Gift/Appreciation

### Mandarin - MS

(Tian Hua Ding, Xiang Zheng)  
 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

### New Spring - NS

(Bernita Lee, Joyce Tran)  
 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  
 00910.032 NS – Children  
 00911.032 NS – Youth

### New Vine - NV

(Eric Chen, Winnie Lee)  
 00938.022 NV Sun. - Support/Honor.  
 00939.022 NV Sun. - Dinner  
 00940.022 NV Sun. - 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  
 00950.022 NV – Youth  
 00951.022 NV – Children