

Canaan Taiwanese Christian Church 迦南臺灣基督教會

Voucher for Reimbursement 付款憑單

Check #: _____

Date: _____

Amount: \$ _____

Voucher #: V09-_____

Account No.	Category	科目
A10-020	Salary & Benefits	薪資、福利、差旅
B10-050	Office Expense	辦公室開支
B10-130	Utilities & Operation	水、電、電話、停車場
B10-140	Maintenance & Repairs	保養、維修
C13-000	Building Construction	建築、裝修
D	Worship Related	崇拜相關開支
D10-200	Worship	崇拜
D15-000	Retreat	靈修會
E	Education, Literature, & Media	教育、文宣相關開支
E10-300	Education	教育
E10-304	Library & Publications	圖書, 文宣
E22-920	Scholarship	神學助學金
E25-000	Family Ministry	家庭事工
F	Fellowship Related	團契、交誼相關開支
F10-600	Fellowship	團契、區會
F10-700	Friendship	交誼
F10-800	Interchurch Relations	友教會公關
G	Caring Related	關懷相關開支
G10-901	Caring	關懷
G30-900	Benevolent	愛心基金
G30-901	Community Charity	社區慈善基金
H	Outreach Related	宣道相關開支
H10-750	Community Services	社區服務
H44-920	Mission Support	教外機構、事工
H40-010	Outreach	一般宣道

Application Date (申請日期): _____

Expense Details (支出明細) MUST include **Event date, Purpose, Item Name, Price, Quantity, and Total Amount**. All fields must be filled. Use extra sheets if needed.

- Date(s) of the Event: _____

- Participating fellowship: _____

- Purpose in Detail: _____

Total Amount (總計): \$ _____

Pay to (受款人): _____

Requested by (申請人):
(Print name and email) _____

Approved by (審核):
(Print name and signature) _____

Instructions (申請辦法):

- Fill out the voucher and staple all ORIGINAL RECEIPTS behind this voucher. 填妥付款憑單、並將原始收據用訂書針訂於此請款單後面。
- Any change should be in company with applicant's initial or signature. *Please use a new form, if the amount changes more than ONCE.* 任何塗改應在旁加註簽名。金額塗改若超過一次，請另填新請款單。
- Seek approval from APPROPRIATE elders or deacons. *Unless specifically budgeted for, any disbursement in excess of \$1,000 shall be approved by an elder and another consistory member.* 交付相關業務之長執審核。金額達千元以上者除非已個別列入預算，須由兩位簽字，且至少一位為長老。
- Submit to church treasurer. The turn-around time is about a week. 擲交出納執事，約一週後可領取支票。
- "Pay to" and "approved by" should NEVER be the same person. 受款與審核絕不可是同一人。
- Incomplete forms will be rejected.**

Check received by _____

Date: _____

(Revised 01/22/2009)