

Bread of Life Christian Church in San Diego

2017 Check Request Form

(One Department / District Per Form)

CHECK DATE: _____/_____/_____

CHECK NUMBER: _____

Invoice Date	Description	Amount	Budget Code	Account Code	Assets	
					Yes	No

TOTAL

Check Payable To: (One Name Per Form)

Name:

Address:

Phone Number:

Board/Pastor Signature (Over/Not in Budget)	Administrator/Board Signature	Dept/District Signature	Requester Name (Please Print)
Date	Date	Date	Date

Special Request For:

1. Please attach original receipts and sufficient supplementary documents with the Form (on the back) and fill it out completely (except account code column).
2. Please acquire authorized signatures before submitting the Form to the finance department. An additional Executive Board or Pastor signature is required for any request over/not in budget.
3. If the items purchased should be categorized as church assets, please mark "v" under the column of Assets Yes/No.
4. Any question please contact church treasurer Sue Lee at (858) 729-8535.

Note: Budget Code must be 4 digits

<p><u>1 Administration</u></p> <p>11 Church Office Dept. (Pastor Jenny Tsai) 1101 Baptism Administration 1103 Public Relation (Gift....) 1104 Office Supplies 1108 Insurance-Worker Comp. 1130 Commission</p> <p>12 Facilities Dept. (Martin Wang) 1201A Facilities Mortgage 1202 Insurance 1203 Telephone and Internet 1205 Facility Maintenance 1206 Property Association Fee 1207 Property Tax 1208 Facility Enhancement 1208A Project Facility Enhance. 1209 Office/Building Clean 1212 Security System 1213 Gas & Electric 1214 City Water</p> <p>13 General Affairs Dept. (Dingguo Liu) 1301 Meal/Refreshment 1302 Supplies</p> <p>14 Finance Dept. (Sue Lee) 1401 Office Expenses 1402 Outside Service 1403 Library 1404 Appreciation 1405 Payroll Tax</p>	<p><u>2 Pastoral District</u></p> <p>21 Children District (Maggie Wang) 2110 Teaching Material 2120 Supplies 2130 Children Worship 2150 Teacher Training 2160 Outreach Activities 2180 Teacher Appreciation 2190 Celebrations/Parties 2115 Toddler</p> <p>22 Youth District (Aron Yu) 221-4 Pastoral Zone 2211 Miscellaneous 2213 Appreciation 225 Retreat & Training 2251 Youth Retreat 2253 Leadership Training 2255 Guest Speaker 226 Outreach Activities 2261 Evangelistic Activities</p> <p>23 Mandarin District (Pastor Andrew Tsai) 231-4 Pastor Zone 2314 Hosanna 2318 Faith, Hope, Love 2321 YP- Family 2322 Joshua 2323 Light of Life 2326 Agape 2327 Evergreen 2329 Brothers fellowship 232x New Cell Group</p> <p>235 Retreat & Training 2353 3D Retreat 2355 Special Ministry 236 Outreach Activities 2362 Holiday Celebration 237 Daily Devotion 2371 Daily Devotion 238 Caring and Appreciation 2381 Co-worker Appreciation 2382 Caring 239 Guest Speaker 2391 Guest Speaker</p>	<p><u>3 Ministry</u></p> <p>31 Seminar (Pastor Andrew Tsai) 3120 Scholarship</p> <p>32 Worship (Martin Wang) 3210 Instrument Equipment 3220 Repair & Maintenance 3230 Training & Seminar 3260 Library Material 3270 Appreciation 3290 Youth Worship</p> <p>33 Prayer & Healing Ministry (Pastor Jenny Tsai) 3310 Training & Seminar 3320 Supply 3330 Appreciation</p> <p>34 Mission (Pastor Andrew Tsai) 3410 Long Term Mission Supp. 3410D Myanmar Church Plan 3410E Mission Field Visit 3410H China 3410K Brazil 3410Z New Location 3420 Short Term Mission Trips 3420B China 3430 Local Mission 3430 Local Mission 3450 Domes. Press Support 3450B Evangelistic Press Supt.</p> <p>35 Communication (Aron Yu) 3530 Audio/Video Equipment 3540 Church Advertisement 3541 Public Image & Communication 3580 Website & Maintenance</p> <p>36 Greeting Ministry (Pastor Jenny Tsai) 3620 Activities Support 3630 Supplies</p>
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