



基約宣道會

New Covenant Alliance Church



Cheque Requisition

Note: All requisitions must be submitted with invoices/receipts and authorized by your department head.

Amount Requested: _____

DATE: _____

Payable To: _____

Note: _____

DATE	Particulars (Items)	Code	Amount (including HST)	HST

Total: _____

Requested By: _____

Signed: _____

Approved By: _____

Signed: _____

For Finance Department:

Cheque # _____

Initial: _____

DATE: _____

Code	Categories	Primary	Secondary
Chinese Ministry			
5001	Chinese Sunday School	June Ye	Louisa Lau
5003	Chinese Resource Center	June Ye	Louisa Lau
5005	Chinese Training/Follow-up	June Ye	Louisa Lau
5010	Chinese Choir	Timothy Lai	Louisa Lau
5013	Chinese Worship - Honorarium	Pastor Steven	Louisa Lau
5015	Chinese Worship - Others	Timothy Lai	Louisa Lau
5017	Chinese Ministry Team/Congregation	Louisa Lau	Elaine Kong
5020	Joint MSG	Gary Xu	Louisa Lau
5022	Canaan Fellowship	Marinda Fung	Louisa Lau
5120	New Immigrant/Young Adult Fellowship	Gary Xu	Louisa Lau
5029	Chinese Fellowship Dept	Gary Xu	Louisa Lau
5040	Chinese Outreach	Eric Poon	Louisa Lau
5141	Chinese Caring	Elke Leung	Louisa Lau
English Ministry			
5004	English Sunday School	Michael Huynh	Keith Lau
5012	English Worship - Honorarium	Pastor Vinson	Keith Lau
5014	English Worship	Enoch Chan	Keith Lau
5019	English Ministry Team	Samuel Leung	Keith Lau
5025	Englisg Discipleship Training & Resources	Michael Huynh	Keith Lau
5028	English Small Group	Pastor Vinson	Keith Lau
5041	English Outreach	Enoch Chan	Keith Lau
5142	English Caring	Samuel Leung	Keith Lau
Children Ministry			
5002	Children Discipleship	Jon Moe	Elaine Kong
5006	Children Outreach	Jon Moe	Elaine Kong
5007	Children Fellowship	Jon Moe	Elaine Kong
5008	Children Caring	Jon Moe	Elaine Kong
5009	Children Worship	Jon Moe	Elaine Kong
5011	Children Ministry Team	Jon Moe	Elaine Kong
5024	F.O.G./Teens - English speaking	Jon Moe	Elaine Kong
General Church Activities			
5016	Church Wide Activities	Elaine Kong	Keith Lau
Church Finance & Regulatory Expenses			
5080	Legal Fee	Louisa Lau	Elaine Kong
5081	Audit Fee	Louisa Lau	Elaine Kong
5180	Miscellaneous	Louisa Lau	Elaine Kong
5181	Bank Service Charges	Louisa Lau	Elaine Kong

Code	Categories	Primary	Secondary
Church ADMIN/OFFICE			
5032	Building Maintenance	Timothy Lai	Michael Huynh
5062	Staff Expenses - Other expenses	Timothy Lai	Michael Huynh
5070	Stationery/Letterhead/Envelopes	Timothy Lai	Michael Huynh
5071	Printing	Timothy Lai	Michael Huynh
5090	Office Phones	Timothy Lai	Michael Huynh
5091	Postages	Timothy Lai	Michael Huynh
5092	Insurance	Timothy Lai	Michael Huynh
5093	IT Expenses	Timothy Lai	Michael Huynh
5100	Advertising/Promotion	Timothy Lai	Michael Huynh
5101	Gift to church/Para church (Celebration)	Timothy Lai	Michael Huynh
8001	Purchases	Timothy Lai	Michael Huynh
Professional Development & Leadership Training			
5059	Scholarship, Bursary, Internship	Elaine Kong	Louisa Lau
5060	Consulting, Staff Conferences & Training	Elaine Kong	Louisa Lau
5061	Lay Leadership Training	Elaine Kong	Louisa Lau
5182	Support on Para-churches	Elaine Kong	Louisa Lau
Short-Term Missions			
6002	Short Term Mission (C&MA sponsored)	Samantha Li	Louisa Lau
6003	Short Term Mission (non-C&MA sponsored)	Samantha Li	Louisa Lau
Mission			
5230	Mission Admin Expense	Samantha Li	Louisa Lau
6010	Global Advance Fund	Samantha Li	Louisa Lau
6011	C&MA Designated Specials	Samantha Li	Louisa Lau
6012	C&MA District Operating Budget	Samantha Li	Louisa Lau
6013	C&MA Canadian Ministries	Samantha Li	Louisa Lau
6014	C&MA Multicultural Association	Samantha Li	Louisa Lau
6015	Ambose/IBVIE Support	Samantha Li	Louisa Lau
6016	Non-C&MA Ministries	Samantha Li	Louisa Lau
Community Service Fund			
5018	VBS	Jon Moe	Elaine Kong
5602	Gym	Ricky Leung	Louisa Lau
Love Fund			
5140	Love Fund Expense	Michael Huynh	Elaine Kong
Building Repair Fund			
7051	Building Repair Fund Expense	Michael Huynh	Elaine Kong