

(2022)



基約宜道會  
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 (Purchased from, Items) | Code | Amount<br>(including HST) | HST |
|------|-------------------------------------|------|---------------------------|-----|
|      |                                     |      |                           |     |
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Requested By: \_\_\_\_\_ Approved By: \_\_\_\_\_  
(PRINT NAME: \_\_\_\_\_) (PRINT NAME: \_\_\_\_\_)

#### **For Finance Department:**

Cheque #: \_\_\_\_\_ Initial: \_\_\_\_\_ Date: \_\_\_\_\_

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| Code                                            | Categories                                | Primary        | Secondary     | Code                                                      | Categories                               | Primary       | Secondary     |
|-------------------------------------------------|-------------------------------------------|----------------|---------------|-----------------------------------------------------------|------------------------------------------|---------------|---------------|
| <b>Chinese Ministry</b>                         |                                           |                |               | <b>Church ADMIN/OFFICE</b>                                |                                          |               |               |
| 5001                                            | Chinese Sunday School                     | Francis Lee    | Louisa Lau    | 5032                                                      | Building Maintenance                     | Tim Lai       | Michael Huynh |
| 5003                                            | Chinese Resource Center                   | June Ye        | Francis Lee   | 5062                                                      | Staff Expenses - Other expenses          | Tim Lai       | Michael Huynh |
| 5005                                            | Chinese Training/Follow-up                | Francis Lee    | Louisa Lau    | 5070                                                      | Stationery/Letterhead/Envelopes          | Tim Lai       | Michael Huynh |
| 5010                                            | Chinese Choir                             | Emily Tsui     | Louisa Lau    | 5071                                                      | Printing                                 | Tim Lai       | Michael Huynh |
| 5013                                            | Chinese Worship - Honorarium              | Rev Simon Sit  | Louisa Lau    | 5090                                                      | Office Phones                            | Tim Lai       | Michael Huynh |
| 5015                                            | Chinese Worship - Others                  | Emily Tsui     | Louisa Lau    | 5091                                                      | Postages                                 | Tim Lai       | Michael Huynh |
| 5017                                            | Chinese Ministry Team/Congregation        | Louisa Lau     | Elaine Kong   | 5092                                                      | Insurance                                | Tim Lai       | Michael Huynh |
| 5020                                            | Joint MSG                                 | Gary Xu        | Louisa Lau    | 5093                                                      | IT Expenses                              | Tim Lai       | Michael Huynh |
| 5022                                            | Canaan Fellowship                         | Marinda Fung   | Louisa Lau    | 5100                                                      | Advertising/Promotion                    | Tim Lai       | Michael Huynh |
| 5029                                            | Chinese Fellowship Dept                   | Gary Xu        | Louisa Lau    | 5101                                                      | Gift to church/Para church (Celebration) | Tim Lai       | Michael Huynh |
| 5040                                            | Chinese Outreach                          | Eric Poon      | Louisa Lau    | 8001                                                      | Purchases                                | Tim Lai       | Michael Huynh |
| 5141                                            | Chinese Caring                            | Elke Leung     | Louisa Lau    |                                                           |                                          |               |               |
| <b>English Ministry</b>                         |                                           |                |               | <b>Professional Development &amp; Leadership Training</b> |                                          |               |               |
| 5004                                            | English Sunday School                     | Pastor Vinson  | Michael Huynh | 5060                                                      | Scholarship, Bursary, Internship         | Elaine Kong   | Louisa Lau    |
| 5012                                            | English Worship - Honorarium              | Rev Simon Sit  | Michael Huynh | 5060                                                      | Consulting. Staff Conferences & Training | Elaine Kong   | Louisa Lau    |
| 5014                                            | English Worship                           | Enoch Chan     | Michael Huynh | 5061                                                      | Lay Leadership Training                  | Elaine Kong   | Louisa Lau    |
| 5019                                            | English Ministry Team                     | Enoch Chan     | Michael Huynh | 5182                                                      | Support on Para-churches                 | Elaine Kong   | Louisa Lau    |
| 5024                                            | F.O.G./Teens - English speaking           | Jon Moe        | Michael Huynh |                                                           |                                          |               |               |
| 5025                                            | English Discipleship Training & Resources | Rev Vinson     | Michael Huynh | <b>Short-Term Missions</b>                                |                                          |               |               |
| 5028                                            | English Small Group                       | Pastor Vinson  | Michael Huynh | 6002                                                      | Short Term Mission (C&MA sponsored)      | Tim Kwok      | Louisa Lau    |
| 5041                                            | English Outreach                          | Charlotte Pang | Michael Huynh | 6003                                                      | Short Term Mission (non-C&MA sponsored)  | Tim Kwok      | Louisa Lau    |
| 5142                                            | English Caring                            | David Tong     | Michael Huynh |                                                           |                                          |               |               |
| <b>Children Ministry</b>                        |                                           |                |               | <b>Mission</b>                                            |                                          |               |               |
| 5002                                            | Children Discipleship                     | Jon Moe        | Elaine Kong   | 5230                                                      | Mission Admin Expense                    | Tim Kwok      | Louisa Lau    |
| 5009                                            | Children Worship                          | Jon Moe        | Elaine Kong   | 6010                                                      | Global Advance Fund                      | Tim Kwok      | Louisa Lau    |
| 5006                                            | Children Outreach                         | Jon Moe        | Elaine Kong   | 6011                                                      | C&MA Designated Specials                 | Tim Kwok      | Louisa Lau    |
| 5007                                            | Children Fellowship                       | Jon Moe        | Elaine Kong   | 6012                                                      | C&MA District Operating Budget           | Tim Kwok      | Louisa Lau    |
| 5008                                            | Children Caring                           | Jon Moe        | Elaine Kong   | 6013                                                      | C&MA Canadian Ministries                 | Tim Kwok      | Louisa Lau    |
| 5011                                            | Children Ministry Team                    | Jon Moe        | Elaine Kong   | 6014                                                      | C&MA Multicultural Association           | Tim Kwok      | Louisa Lau    |
|                                                 |                                           |                |               | 6015                                                      | Amrbose/IBVIE Support                    | Tim Kwok      | Louisa Lau    |
|                                                 |                                           |                |               | 6016                                                      | Non-C&MA Ministries                      | Tim Kwok      | Louisa Lau    |
| <b>General Church Activities</b>                |                                           |                |               | <b>Community Service Fund</b>                             |                                          |               |               |
| 5016                                            | Church Wide Activities                    | Elaine Kong    | Michael Huynh | 5018                                                      | VBS                                      | Jon Moe       | Elaine Kong   |
|                                                 |                                           |                |               | 5602                                                      | Gym                                      | Tim Kwok      | Louisa Lau    |
| <b>Church Finance &amp; Regulatory Expenses</b> |                                           |                |               | <b>Love Fund</b>                                          |                                          |               |               |
| 5080                                            | Legal Fee                                 | Louisa Lau     | Elaine Kong   | 5140                                                      | Love Fund Expense                        | Michael Huynh | Elaine Kong   |
| 5081                                            | Audit Fee                                 | Louisa Lau     | Elaine Kong   |                                                           |                                          |               |               |
| 5180                                            | Miscellaneous                             | Louisa Lau     | Elaine Kong   | <b>Building Repair Fund</b>                               |                                          |               |               |
| 5181                                            | Bank Service Charges                      | Louisa Lau     | Elaine Kong   | 7051                                                      | Building Repair Fund Expense             | Michael Huynh | Elaine Kong   |