

(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 (including HST)	HST

Requested By: _____ Approved By: _____
(PRINT NAME: _____) (PRINT NAME: _____)

For Finance Department:

Cheque #: _____ Initial: _____ Date: _____

Download Form in Word Format:



Microsoft Word
Document

Code	Categories	Primary	Secondary	Code	Categories	Primary	Secondary
Chinese Ministry				Church ADMIN/OFFICE			
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				
English Ministry				Professional Development & Leadership Training			
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	Short-Term Missions			
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				
Children Ministry				Mission			
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
General Church Activities				Community Service Fund			
5016	Church Wide Activities	Elaine Kong	Michael Huynh	5018	VBS	Jon Moe	Elaine Kong
				5602	Gym	Tim Kwok	Louisa Lau
Church Finance & Regulatory Expenses				Love Fund			
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	Building Repair Fund			
5181	Bank Service Charges	Louisa Lau	Elaine Kong	7051	Building Repair Fund Expense	Michael Huynh	Elaine Kong