

Chinese for Christ Berkeley Church 中華歸主柏克萊教會

Request for Reimbursements 申請代墊金額

Requested by: _____ Phone: _____ Date: _____
 申請者 電話 日期

Check Amount: _____ Payable to: _____
 申請總金額 支票抬頭

Item # 項目	Explanation 細目	Amount 金額
Total 總計:		

Signature of the Requester: 申請者簽名: _____

Signature of Approval: 核準者簽名: _____

Finance Dept use only: Check No.: _____ Check Date: _____ / _____ / 20_____

- 1) Print the form and use item# from the Expense Items table.
- 2) Staple all receipts and attached to the form.
- 3) Obtain an approval signature by any deacon or pastors other than the finance deacon.
- 4) Leave the form in the finance deacon mailbox.
- 5) Turn in the request within the same month of the expenditure.
- 6) The finance deacon may want to clarify the request.
- 7) The reimbursement check will normally be ready on the following Sunday.
- 8) Please contact the finance deacon for any questions at cfcberkeleychurch@gmail.com

1. 填寫退款申請表
2. 附帶並釘牢收據
3. 牧者或執事(除財務執事外)簽名
4. 將所有表格放在財務執事信箱內
5. 儘可能當月申請退款
6. 財務執事可能會請申請者說明
7. 在一般情況下，退款金將在申請後下一主日準備好
8. 若有問題，請聯絡財務執事: cfcberkeleychurch@gmail.com

Major Expense Category	Expense Items (Detail Expense Category)	
1. Facilities	1-1	Building improvement
	1-2	Equipment
	1-3	Insurance, property Tax
	1-4	Repair & Maintenance
	1-5	Telephones & Internet
	1-6	Utility
2. Fellowships	2-1	Agape Fellowship
	2-2	Crossroad Fellowship
	2-3	Living Stone Fellowship
	2-4	English Other Fellowships
	2-14	Home of Students Fellowship
	2-15	Good Soil Fellowship
	2-16	Career Fellowship
	2-17	Sister Fellowship
	2-18	Elderly Fellowships
	2-19	Nursery Fellowship
	2-20	Family Fellowships
	2-21	Scholar Ministries
2-22	Chinese Other Fellowships	
3. Misc	3-1	Dorcas
	3-2	Fund Transfer
	3-3	Others
	3-4	Purchased Services
	3-5	Training, Conference & Seminars
4. Missions	4-1	Member Designated
	4-2	Mission General Fund
	4-3	Special Project
	4-4	Mission Agape
	4-5	Mission LSF
	4-6	Mission Reserved Fund
5. Personnel	5-1	Accrued Tax
	5-2	Benefits - Pastors & Staff
	5-3	Outside Labor
	5-4	Salaries - Other
	5-5	Salaries - Pastors & Staff
6. Special Events	6-1	Gift - Special Occasions
	6-2	Gospel Meeting
	6-3	Mission conference
	6-4	Other Retreats
	6-5	Picnic
	6-6	Summer Retreat
	6-7	Winter Retreat
7. Supply	7-1	Sunday Morning Snacks
	7-2	Library
	7-3	Sunday Lunch
	7-4	Food Supplies
	7-5	Office & Operation Supplies
	7-6	Periodical Material
	7-7	Printing & Booklets
8. Worship	8-1	Sunday School Expense
	8-2	Sunday Service Expenses
	8-3	Sunday Service/Other Speakers