

IPCF REIMBURSEMENT FORM 以馬內利教會請款單

Please fill out ALL of the fields below. Any missing or incorrect information may cause delays in processing of your form. 請填妥下列 1-6 欄, 若資料不全, 將導致會計部門作業困難及延遲

請用英文填寫

1. Requester/申請人 _____ Date/日期 _____

2. Payee/受款人 _____ Amount/金額 _____

(Name to appear on the check, if different from requester /若受款人與申請人不同)

3. Ministry/組別 _____

(For example, worship, children's Sunday school, etc.)/例如: 總務組, 教育組)

4. Account/項目 _____

(For example, song books, teaching materials, etc.)/例如: 會場佈置, 主日學教材)

5. Description/明細 _____

6. Signature of Ministry Elder/該組長老簽名 _____ Date/日期 _____

For accounting use only

Ministry	Account	Amount	Check number	Date paid
	Total :			