



Expense Description	Amount	Office Use Only	
		1/2 GST	Net
Total			

Check Applicable Account :

Ministry Accounts	
<u>Chinese</u>	<u>English</u>
CARE <input type="checkbox"/> Caring	EM <input type="checkbox"/> Community Time
DISC <input type="checkbox"/> Discipleship	<input type="checkbox"/> Discipleship
EVAN <input type="checkbox"/> Evangelism	<input type="checkbox"/> Fellowship
FELO <input type="checkbox"/> Fellowship	<input type="checkbox"/> Worship
WORS <input type="checkbox"/> Worship	
MUS <input type="checkbox"/> Music	
<u>General</u>	<u>Children</u>
AV <input type="checkbox"/> Audio-Visual	CHIL <input type="checkbox"/> Kids Club
HM <input type="checkbox"/> House Maintenance Team	<input type="checkbox"/> Sunday School
IT <input type="checkbox"/> Info-Tech	<input type="checkbox"/> Worship
MISN <input type="checkbox"/> Mission Ministry	
	*specify fellowship in expense description above
Ministry Expenses: Approval by Ministry Leader then review by Overseeing Deacon; *Requested by Ministry Leader: Overseeing Deacon Approval & 2 nd Deacon Review	
Administrative Expenses: Approval by Treasurer; Review by Deacon	

Payable to	
Date	

Requested by	
Date	

Ministry Leader/ Overseeing Deacon Approval	
Date	

Deacon Review	
Date	

Office Use Only	
Cheque #	
Date	