Burnaby Pacific Grace Church
Expense Claim / Cheque Requisition

BPGC Credit Card Payment Requested ☐

		Office Use Only	
Expense Description	**Amount**	**1/2 GST**	**Net**
Total	0	0	0

Check Applicable Account ☑:

Ministry Accounts

Chinese

CARE ☐ Caring
DISC ☐ Discipleship
EVAN ☐ Evangelism
FELO ☐ Fellowship
WORS ☐ Worship
MUS ☐ Music

General

AV ☐ Audio-Visual
HM ☐ House Maintenance Team
IT ☐ Info-Tech
MISN ☐ Mission Ministry

English

EM ☐ Community Time
☐ Discipleship
☐ Fellowship
☐ Worship

Children

CHIL ☐ Kids Club
☐ Sunday School
☐ Worship

*specify fellowship in expense description above

Ministry Expenses: Approval by Ministry Leader then review by Overseeing Deacon; *Requested by Ministry Leader: Overseeing Deacon Approval & 2nd 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	