

Gaithersburg Chinese Alliance Church

- Reimbursement Voucher -

Date: _____

Check no.: _____

(For office use only)

Payable to: _____
(Last Name) (First Name, Middle Initials)

Payee's Address: _____
(If it is not listed in the church directory)

Description	Amount
Total:	

Charge to:

Please tick one (ONLY) of the following items. Use separate voucher for different ministry items.

- | | | | |
|----------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Pastoral Development | <input type="checkbox"/> Leadership/Teachers Training | <input type="checkbox"/> Christian Ed. -SS/others | <input type="checkbox"/> Missions Fund |
| <input type="checkbox"/> Pastoral Library | <input type="checkbox"/> Youth/College Ministry | <input type="checkbox"/> Christian Ed. -Awana | <input type="checkbox"/> Benevolent Fund |
| <input type="checkbox"/> Pastoral Conference | <input type="checkbox"/> Young Adult Ministry | <input type="checkbox"/> Christian Ed. -VBS | <input type="checkbox"/> Designated Fund |
| <input type="checkbox"/> Telephone Reimb -Pastors | <input type="checkbox"/> General Library | <input type="checkbox"/> Utilities | <input type="checkbox"/> Liability / W.C. ins. Prem. |
| <input type="checkbox"/> Mileage -Pastors | <input type="checkbox"/> Music Ministry | <input type="checkbox"/> Snow Removal/
Landscaping | <input type="checkbox"/> Trash Collection |
| <input type="checkbox"/> Office/Equipment Supplies | <input type="checkbox"/> Worship Equipment/Supplies | <input type="checkbox"/> Fire Alarm Monitor Fee | <input type="checkbox"/> Building Fund |
| <input type="checkbox"/> Computer Resource | <input type="checkbox"/> Caring/Visitation | <input type="checkbox"/> Facility Maintenance | <input type="checkbox"/> Others (please specify) |
| <input type="checkbox"/> Honorarium | | | _____ |

Prepared by

Approved by

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____