

# FRASER LANDS CHURCH CHEQUE REQUISITION FORM

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Cheque made payable to (BLOCK LETTERS)

- Notes:**
1. For reimbursements, **original invoice/receipts** must be stapled to the back of this form.
  2. Use a separate Cheque Requisition Form for each department.
  3. The person submitting this form must obtain the signature of the Dept. Head for approval.
  4. Submit this form with your invoices to the Fraser Lands Church Administration Office.

**Congregation:** Church      English      Cantonese      Mandarin      Youth      Children

**Dept/Ministry:**

<b>CE</b>	Sunday School	SS - Jr.	SS - Pre-K	Nursery	Discipleship	Equipping/Seminars	Library
<b>Evangelism/ Outreach</b>	AEID	Seeker SG	Kidz Kamp	Teens Camp	College Camp	Personal Evangelism	Follow-Up
	Alpha	Awana	VBS	FunFest	Missions Trip	Special/Outreach Events	
<b>Fellowship</b>	Body Life	Caring	Prayer	Small Groups	College Group	Teens Fellowship	
<b>Worship</b>	AV	Music	Preaching	Frontline	Kidz Church	Drama/Creativity	Worship
<b>Others</b>	Admin	Facilities	Missions	O2C	Pastoral		

For office use only	Description of Expense	Invoice Amt.	GST	For office use only	
Acct #				Claimable GST	Inv. Amt – Claimable GST
<b>Total Claimable GST</b>					

\_\_\_\_\_  
Prepared by (Print Name)      (      )  
Phone #

**CHEQUE TOTAL \$** \_\_\_\_\_

\_\_\_\_\_  
Name (Print) and Signature of Authorizing Department Head  
*Requisition must be approved and signed by authorizing department head before submitting*

\_\_\_\_\_  
Authorization by Senior Pastor or Treasurer  
(For Office Use Only)

**For Office Use Only**

Issued Date: \_\_\_\_\_  
Cheque No. \_\_\_\_\_  
Amount: \_\_\_\_\_  
Issued by: \_\_\_\_\_

**Copies:**    Warranty    Company    Dept.    Admin.

**Date Submitted:**      **Date Mailed / Delivered:**
