

FIRST CHINESE BAPTIST CHURCH
CHECK REQUEST/DEPOSIT VOUCHER
三藩市第一華人浸信會報銷/存款表格

List each receipt separately
Leave blank if you don't know the GL Code

Date: 日期:	GL Code	Amount
<input type="checkbox"/> Request 報銷	_____	_____
<input type="checkbox"/> Deposit 存入	_____	_____
Approved by: 批准:	_____	_____
Print Name 正楷姓名	_____	_____
Amount: 數額:	_____	_____

Payable to: 支付給: _____

Mail 郵寄 _____

Taken 遞交 _____

ACH 網上轉賬 _____

Fill out the form below
填妥以下表格

Reason:
原因:

Check/Confirm No. 支票/確認號碼 _____

Check (ACH) Date 支票/轉賬日期: _____

Attach all receipts. Make Copies for: treasurer, Board of CE/Deacons/Trustees, department
請附上所有收據。影印/掃描給基教部/執事部或樓業部留底。

FIRST CHINESE BAPTIST CHURCH
DIRECT DEPOSIT INFORMATION
三藩市第一華人浸信會網上轉賬信息

Only need to fill out once
僅需填寫一次

Date:
日期: _____

Payable to: Name on account (please print):
賬戶姓名請正楷填寫英文: _____

Name of Bank : 銀行英文名稱: _____

Bank ABA/Routing No. 銀行 ABA 號碼: _____

Account No. 賬戶號碼: _____

(Checking 支票戶口 Savings 儲蓄戶口)

Address: 地址: _____

City/State/Zip code: 城市/州/郵區號: _____

Phone: 電話號碼: _____

E-mail: 電郵: _____

After completing this authorization agreement, submit it to Anita Yong.
填妥表格後請交給教會辦公室或簿記楊林欣欣姊妹。