Fund Request Form

6656 Park Riviera Way ❖ Sacramento, CA 95831-1002
916.422.4253 www.cgbcsac.org

SUBMIT TO: (Choose 1 of 2 options below.)
1. Drop it off with receipt in the administrative office mailbox; or,
2. Email this form & receipt to mabel.oen@cgbcsac.org and liann.luong@cgbcsac.org

Requested By:		Payable To:	
Cell Phone:		Address:	
E-Mail:			
Mail Check? ❑ YES ❑NO Special Instruction:_____		City/State/Zip:	

	Purpose of Purchase (attach receipts) & Vendor Name Please include event name/date of event, if applicable.	Fund Codes (approver fills out)	Approval Signature (& print name) or Approval Email	Expense Amount
❶				
❷				$
❸				$
❹				$
❺				$
❻				$
❼				$
❽				$
	Example: food for youth group outing, 4/3/2020			

Total: $ 0

For Office Use Only

❑ Certificate of Liability	❑ W9 Form
A COL is required for anyone who performs any service on church premise.	W9 is required for special speakers and contracted workers and their companies.

CHINESE GRACE BIBLE CHURCH