Laguna Chinese Baptist Church

**Check Request/Reimbursement Form**

**二埠華人浸信會支票申請/報銷表格**

|  |  |
| --- | --- |
| Department to charge: Click or tap here to enter text.負責部門: | Date 日期: Click or tap here to enter text. |
| Check payable to (Print Name): Click or tap here to enter text.支票支付人（正楷書寫）： | Remarks 備註: Click or tap here to enter text. |
| Supporting Documents 證明文件：[ ]  Receipt 收據[ ]  Invoice 發票[ ]  Other 其它 |
| Reason for purchase 購買原因：Click or tap here to enter text. |
| Authorized Signatory (Print Name)授權人名（正楷書寫）:Click or tap here to enter text. | Authorized Signatory 授權人簽字:Click or tap here to enter text. | Amount 金額:Click or tap here to enter text. |

Treasurer's Dept use only Date: Check No: