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: