

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: Click or tap here to enter text. 支票支付人:		Remarks 備註: Click or tap here to enter text.
Supporting Documents 證明文件: <input type="checkbox"/> Receipt 收據 <input type="checkbox"/> Invoice 發票 <input type="checkbox"/> Other 其它		
Reason for purchase 購買原因: Click or tap here to enter text.		
Requested by 申請人: 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: