

**丹城基督教播道會**  
**DENVER CHINESE EVANGELICAL FREE CHURCH**  
 Expense Reimbursement of Year 20 \_\_\_\_\_

<b>辦公室支出 Office Expense:</b> 21 文具及郵費 Stationery & Postage 22 非謀利機構牌照費 Filing / Licenses Fee 23 購買辦公室設備 Office Equipment & Software <b>崇拜 Worship:</b> 31 崇拜支出 Worship Expense 32 浸禮 Baptism 33 音樂/音響器材 Musical & Audio Equip Upgrade/Maintenance <b>福音事工 Evangelism:</b> 43 刊物/關懷事工 Gifts/Caring 44 傳福音訓練 Evangelism Explosion Training 46 外展活動及短宣 Out-reach and Missions <b>維修保養 Maintenance:</b> 50 建築物/操場 Building/Playground 51 廚房及洗手間 Kitchen/Bathroom Supplies 52 教會清潔 Church Cleaning 53 教室裝修 Classroom Remodeling 54 網站費 Website Hosting <b>廣告 Advertisement</b> 84 報紙 Newspaper	<b>宗教教育 Christian Education:</b> 主日學教材 Sunday School Materials: 60 成人 Adult 61 兒童 Children <b>事工活動津貼 Ministry and Activities Allowance</b> 64 幼兒 Nursery 65 團契津貼 Fellowship Allowance 66 特別活動 Special Project/Church Activities <b>訓練 Training</b> 68 主日學老師 Sunday School Teacher 69 門徒訓練 Disciples Training 70 事工/領袖訓練 Ministry/Leadership Training <b>圖書館津貼 Library Allowance:</b> 71 圖書館設備 Library Facilities: 73 聖經及基督教刊物 Bibles & Magazines & Book 74 影音 Video/Audio <b>尋牧事工 Pastor Search</b> 90 面談 Interview
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編號/Code	事工日期,物品種類/ Service date, Item description	Amount in Dollar	注釋/Comments
1			
2			
3			
4			
5			
6			
<b>Total</b>		<b>\$</b>	

Date/日 \_\_\_\_\_

Payable to/付款人 \_\_\_\_\_

Request by/申請人 \_\_\_\_\_

**注意 Notes**

1) 如付款人不是在本教會聚會, 支票將送交申請人 (If the payee does not attend our church, the check will be given to the requestor.)

2) 付款人名字請用英語填寫 (Please write the payee's name in English.)

3) 如單一發票數目超過\$100,需經所屬部門執事先行同意,然後才購買

If the invoice amount exceeds \$100, please get approval from the deacons before the items are purchased.

4) 表格填寫完成後請轉交財政部同工. Please return the completed check request to Church's finance department.

5) 如果付款人不想收取支票, 將全數奉獻,請在這在方格寫X

If the payee would like to donate the items to the church and do not need a reimbursement. Please check the box.

**Office use**

Check # \_\_\_\_\_

R1 \_\_\_\_\_

File name \_\_\_\_\_