

Mississauga Chinese Alliance Church
DISBURSEMENT/ REIMBURSEMENT FORM

Payable to [by Cheque/Cash*] : _____

No. of Persons in this event: _____

Submitted by [Name] : _____

Ministry: _____

[Signature] : _____

Date: _____

(MM/DD/YYYY)

Item	A/C #	Sub A/C Name	Description / Purpose	Sub-total	HST (13%)	Total	Receipt
1							Yes/No*
2							Yes/No*
3							Yes/No*
4							Yes/No*
5							Yes/No*
6							Yes/No*
7							Yes/No*
8							Yes/No*
9							Yes/No*
10							Yes/No*
Grand Total				\$ -	\$ -	\$ -	

*Delete where inapplicable

Approved By

Senior Pastor / Pastor / Elder*: _____

Department Head: _____

Date: _____

Cheque

No: _____

Dated: _____

Payment Received By

Signature

Endorsed By

Treasurer: _____

Date: _____

Cash \$ _____

Date : _____