

Cardiff Chinese Christian Church 卡迪夫华人基督教会

Expenses Claim Form 支款单

Section 部门:		
Type of Ministry 事工:		
Type of Expenses 开支分类:		
Total Claim (£) 总额:		Invoice(s)/Receipt(s) attached 附上發票/收据 <input type="checkbox"/> Yes <input type="checkbox"/> No
Claimant (Full Name) 申请人(全名): <i>* Please send to your Departmental Leader for approval 请发送给您的部门负责人以供批准</i>	Date 日期 	Online Payment (if you haven't provided before) 在线支付 (如果您以前没有提供过) Account No: Sort Code:
Departmental Leader 部门负责人: <i>* Please send to Treasurer for payment 请发送给司库付款</i>	1 st Checked by 第一核准人 Date 日期	2 nd Checked by 第二核准人 (for >£1,000, 超过 £1,000) Date 日期
Treasurer 司库:	1 st Authorised by 第一授权人 Date 日期	2 nd Authorised by 第二授权人 Date 日期