

Date: \_\_\_\_\_

**BAC Payment Requisition**

Chq.# \_\_\_\_\_

Payable to: \_\_\_\_\_

Payment delivery method: \_\_\_\_\_

Address: \_\_\_\_\_

Ministry &amp; Charge Center: \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

Item Description & Purpose		Cost Incl. Taxes	GST
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Total Amount			

**Requestor:**

Person requesting payment (sign) \_\_\_\_\_

Name \_\_\_\_\_

Date: \_\_\_\_\_

**Authorizer:**

I authorize this payment to be paid to or to reimburse the above payee.

I have examined the receipt(s) and confirmed the request is eligible for our church ministries. I have also ☐ made sure that all the GST amount(s) is listed.☐ made sure that all receipts are attached.

Person Authorizing payment (sign) \_\_\_\_\_

Name \_\_\_\_\_

Date: \_\_\_\_\_

This form must be fully completed or it will be returned to the authorizing person and payment will be delayed.

Remarks: \_\_\_\_\_

**For Office Use Only:**

Date of review	Treasurer Initial	Amount	50% GST
		\$	\$

## Instructions for filling out Payment Requisition:

1. One payment requisition for each Charge Center.
2. Fill out the **Date, Payable to, Address** (if "Sent by Mail" option is chosen).
3. **Select Payment delivery method** by from the Drop-down selection list.
4. **Select the Charge Center** for the payment from the Drop-down list.
5. Describe the purchased items and their use.
6. Fill out the cost including taxes, and GST (5%)
7. Please provide breakdown worksheet (with cost & tax) if you sum up receipts into 1 line item.
8. Print the name of the person requesting payment.
9. Give the requisition **with all the original receipts** to your immediate ministry leader for authorization (include credit card receipt and/or bill [if foreign currency being involved] if payment is made by credit card.)  
*(You may want to make a copy of the requisition and the receipts so you have a record.)*

## Instructions for authorizing Payment Requisition:

1. Verify all purchases are legitimate for the charge centers that you responsible for.
2. Ensure the requisition is filled out properly (see guideline above).
3. Verify the supporting receipts, amount and GST.
4. Sign and print your name.
5. Put it into Church Treasurer's Mail box.

**Persons who are authorized to sign this requisition are Pastoral staff, Elders and Deacons. Their names are as follows:**

### Year 2023-24 Elders

Cantonese:	Sunny Leung (Treasurer), Edward Wong, Gary Lee, Sam Cen, Stanly Ho, Rex Lee
English	Canaan Chan, Eddie Wong, Renato Redaon
Mandarin	Jonathan Lim, Jack Cai

### Year 2023 Deacons

Cantonese:	Jeannette Chan, Danny Fong, Bobby Ng, Chris Cheng, Beatrice Chung, Peter Lam, Eva Wong, Racquel Ho, Helen Chan, Christina Lui, Jamie Cheung, Kenyes Chow, Queenie Ho, Felix Chan
English:	Andy Yeung, Weng Fatt Fong, Katherine Itakura, Jeffrey Wong, Yeedo Chun, Isaac Tai
Mandarin	Lawras Tsang, Junjie Li, Tie Peng, Jack Cai, Jian Long Guo