

Date: _____

BAC Payment Requisition

Chq.# _____

Payable to: _____

Payment delivery method:

Address: _____

Ministry & 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 the “Sent by Mail” delivery 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 item and their use.
6. Fill out the total cost including 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 (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 2021 Elders

Cantonese:	Charles Lui (Treasurer), Edward Wong, Gary Lee, Sam Cen, Harrison Chui, Stanly Ho.
English	Tim Cheung, Peter Yau, Eddie Wong, Canaan Chan
Mandarin	Tiehan Zhao, Pius Chan

Year 2021 Deacons

Cantonese:	Jeannette Chan, Rex Lee, Matthew Chow, Sharon Chu, Chi Kin Ho, Peter Lam, Jamie Cheung, Katherine Ko, Racquel Ho, Helen Chan, Funny Tsang, Vincent Tang, Grace Wong, Sunny Leung.
English:	Gilbert Yu, Nathan Lui, Andy Yeung, Isaac Tai, Hua Ping Tan, Doug Ma, Weng Fatt Fong.
Mandarin:	Tie Peng, Lawras Tsang, Jake Zhu, Eric Li, Junjie Li.