

# Check Request Form

Chinese Grace Bible Church  
 6656 Park Riviera Way ♦ Sacramento, CA 95831-1002  
 916.422.4253 (voice); www.cgbonline.net

SUBMIT TO: (Choose 1 of 2 options below.)

1. Drop it off in the administrative office mailbox located in the Education Building, first floor.
2. Email this form & receipt to mabel.oen@chineseGraceBibleChurch.org and liann.luong@chineseGraceBibleChurch.org

Requested By:		Payable To:	
Cell Phone:		Address:	
E-Mail:			
Mail Check? <input type="checkbox"/> YES <input type="checkbox"/> NO	Special Instruction: _____	City/State/Zip:	

	Purpose of Purchase (attach receipts) Please include event name/date of event, if applicable.	Fund Codes (approver fills out)	Approval Signature (& print name) or Approval Email	Expense Amount
1				
2				
3				
4				
5				
6				
7				
8				

Total: \$ \_\_\_\_\_

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### For Office Use Only

<input type="checkbox"/> Certificate of Liability	<input type="checkbox"/> W9 Form
A COL is required for anyone who performs any service on church premise.	W9 is required for special speakers and contracted workers and their companies.