

Chinese Culture Association of Southern California 南加州中文文化協會

Check Request Form 支票請款單

Date /日期:		Check Requestor's Name/ 支票申請人姓名:	
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Item Description/項目陳述	Qty 數量	Unit Price 單價	Extended Total (Incl. Tax) 總價(包稅)	CCASC Program (See below for reference) 會計項目歸類

Payee Name/ 支票抬頭:		Total/ 總數	
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Comments:	
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CCASC Program/ 會計項目歸類:	<input type="checkbox"/> 110 – Saturday Chinese Program <input type="checkbox"/> 120 – Summer Chinese program <input type="checkbox"/> 130 – After School Program <input type="checkbox"/> 210 – FLAP <input type="checkbox"/> 220 – EXTRA	<input type="checkbox"/> 310 – CLEP <input type="checkbox"/> 410 – STARTALK <input type="checkbox"/> 510 – Cerritos College/Spring Festival <input type="checkbox"/> 520 – Cerritos College/Community Education <input type="checkbox"/> 530 – Cerritos College/Chinese 101	<input type="checkbox"/> 810 – Full Moon Carnival <input type="checkbox"/> 820 – New Year Festival <input type="checkbox"/> 830 – Others _____ <input type="checkbox"/> 910 – CCASC/General Admin.
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Requestor's Signature/請款人簽名:	
Program Director's Signature/ 單位主管簽名	
Principal's or Chairman's Signature 校長或會長簽名:	
Accountant's or Treasurer's Signature 會計或財務長簽名:	
	Accounting Use Only
	Check Number/ 支票號碼:
	Check Date/ 支票日期:
	Check Amount/ 支票金額:

- Notes:**
- The check requestor must assign appropriate CCASC program to each expense item, and attach the approved purchase requisition and original receipts/invoices to the check request.
 - No approval of Program Director, Principal, or Chairman is required if the check request total matches the approved purchase requisition.