

RICHMOND GOSPEL BAPTIST CHURCH
Reimbursement Request Form
 报销申请表

Date 采购日期	Description 报销内容或简要说明	Amount 税前金额	GST (5%)	PST (7%)	Total 总金额
	TOTAL (金额汇总)				

Date (报销申请日期): _____

Prepared By (报销申请人): _____

Signature (签字): _____

Ministry Approved By (部门负责人签名): _____

Checked by (核对): _____ Approved by (批准): _____

Check Rec'd # (支票号): _____