

Bill	
Check	

## 지출 청구/구매 요청서(일반/선교 재정)

### Request for Reimbursement/Purchase (GA/MA)

E. Date	
Mail Date	

신청일 Date	신청금액 Amount	부서 Team	일터 Department
예산항목 Budget Account			Mail Direct <span style="float: right;">selet one</span>
지출처 Payable to: English Name or Name of Company			Pick Up <span style="float: right;">selet one</span>

**승인 Approval (모든 요청서는 일터지기의 확인이 있어야 합니다)**

신청인 Requester	부서장 Head of Team	일터지기 Head of Department	위원장 Committee Chair
한글성명 Name	한글성명 Name	한글성명 Name	한글성명 Name
서명 Signature	서명 Signature	서명 Signature	서명 Signature

**지출/구매내용 Description (상세하게 작성 요 Please be specific)**

구매일 Pur Date	구매내용 Decription	구매금액 Amount	구매일 Pur Date	구매내용 Decription	구매금액 Amount

**자산관리부 승인 (비소모품) Approval of Asset Mgmt WG(Non-consumable)**

**구매부 승인 Approval of Purchasing WG**

검토일 Date	승인 Approved	비승인 Denied	사유 Reason  필요시 재정부란에 기재 Write below if needed	검토일 Date	승인 Approved	비승인 Denied
확인서명 Confirmation Signature				확인서명 Confirmation Signature		

**재정부란 Accounting Section**

발행수표 사인 권 Staple Check stub

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\*모든 영수증은 신청서 뒷면 왼쪽 상단에 Staple 해 주십시오. Please staple all receipts on TOP RIGHT corner of the others.

## iHOPE Reimbursement Form

Toddler Town 토들러타운	KidSpace Jr. 초등부(k-2)	KidSpace Sr. 초등부(3-4)	Jr. High 중등부	Sr. High 고등부	Green Rain 푸른비	PEM 영어예배	iHOPE 아이홉
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### PURCHASED ITEMS (구입한 목록)

<p>a. Curriculum Related Item (교육자료)</p> <p>List: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>\$ _____</p>	<p>b. Food Items (음식물)</p> <p>List: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>\$ _____</p>	<p>c. Crafts/Gifts/Decoration Items (만들기/선물)</p> <p>List: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>\$ _____</p>	<p>d. Office/Music Items (사무용품/음향시설)</p> <p>List: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>\$ _____</p>
<p>e. Special Events (i.e. retreat, praise night, VBS, etc.) 특별행사 (수련회, 찬양의 밤, 여름성경학교 등.)</p>			
<p>Name of the event: _____ Date of the event: _____ (행사 이름) (행사 날짜)</p>			
<p>List purchased items: _____ (구입한 목록)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: right;">Total \$: _____</p>			
<p>f. Other Items Purchased (그 외의 구입 목록):</p>	<p>Total Amount:</p> <p>a) _____</p> <p>b) _____</p> <p>c) _____</p> <p>d) _____</p> <p>e) _____</p> <p>f) _____</p> <p>= \$ _____</p>		