

# Check Advance Request Form

## Request contact:

Request Date \_\_\_\_\_

Name: \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Committee Name \_\_\_\_\_  Small group/Fellowship Name \_\_\_\_\_

Ministry Name \_\_\_\_\_  Other, please explain \_\_\_\_\_

## Purpose of Request:

Event Title \_\_\_\_\_ Location \_\_\_\_\_

Event Date(s) & Time(s) \_\_\_\_\_

◆ **Pre-payment/Deposit** \$ \_\_\_\_\_

*(Note: A copy of the signed estimate or signed agreement must be attached with this request)*

◆ **Good Samaritan Fund** \$ \_\_\_\_\_

*(Note: A completed Care Ministry Application form or council approval documentation (no more than \$1,000) must be attached with this request)*

◆ **Honorarium** *(Note: A completed W-9 form by a new EB-approved speaker must be attached with this request)*

RED-Cantonese     RED-English     RED-Mandarin     ND-English     ND-Mandarin  
 SEA-Cantonese     SEA-English     SEA-Mandarin     Retreat/Others, please explain \_\_\_\_\_

### ◆ Honorarium Calculation

Sunday Preaching: \$250/session x \_\_\_\_\_ session(s) = Total \$ \_\_\_\_\_

Sunday School Teaching: \$200/session x \_\_\_\_\_ session(s) = Total \$ \_\_\_\_\_

Small Group/Fellowship Workshop: \$200/session x \_\_\_\_\_ session(s) = Total \$ \_\_\_\_\_

Others, please explain: \_\_\_\_\_ = Total \$ \_\_\_\_\_

## Payable to:

Name of person/Organization \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

## Approved by: *(Note: two signatures are required for total amount larger than \$1,000.00)*

Print Name \_\_\_\_\_ Church Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Church Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_