



## First Evangelical Church of San Gabriel Valley

聖迦米羅省基督教會

3658 N. Walnut Grove Ave. • Rosemead, CA 91770

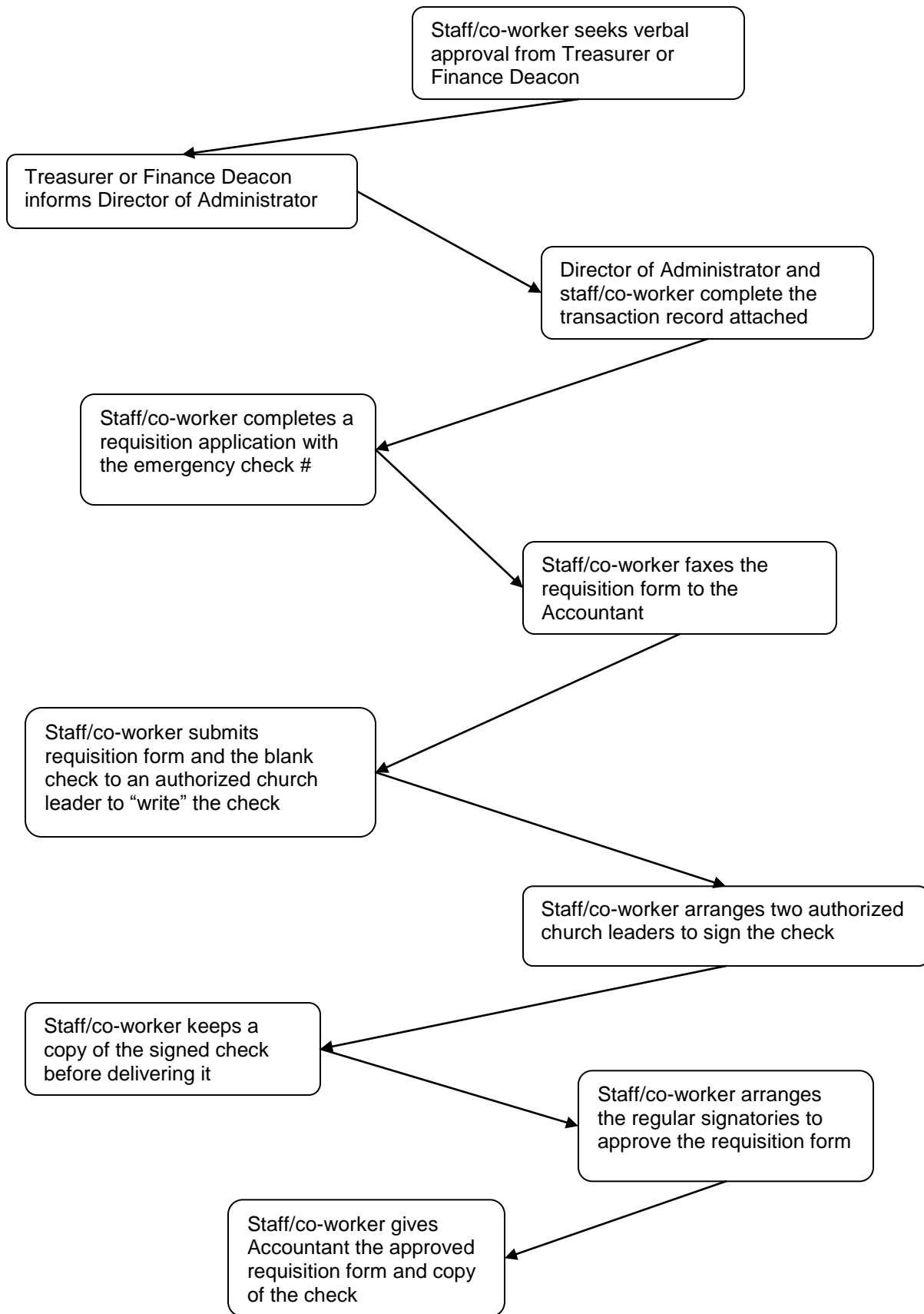
Tel: (626) 571-5537 • Fax: (626) 571-1040 • E-mail: [office@fecsgv.org](mailto:office@fecsgv.org) • Website: [www.fecsgv.org](http://www.fecsgv.org)

### **Emergency Check -Guidelines and Procedures-**

1. Emergency check is for emergency only. For events and payments that can be planned well ahead (e.g. honorarium, retreat, etc.), the normal application method should be followed as far as possible. Otherwise, it will forfeit the very nature of "emergency check".

*(Steps 2 to steps 8 are also depicted in the flowchart at the back)*

2. To apply for emergency check, the staff member/co-worker should first seek verbal approval from either the Treasurer or the Finance Deacon first.
3. If application is approved, the Treasurer or Finance Deacon should inform the Director of Administration. Director of Administration will register the check number and give the blank check to the staff member/co-worker concerned. The staff member/co-worker signs to acknowledge receipt of the check.
4. The staff member/co-worker then fills in a requisition application, specify the emergency check number on the form. He/she should then fax the requisition form to Harry to keep Harry informed.
5. The staff member/co-worker then submits the requisition form together with the blank check to an authorized church leader to "write" the check. (The church administration is not authorized to "write" checks). The staff member/co-worker should then arrange two authorized leaders to sign the check.
6. The staff member/co-worker keeps a copy of the signed check before delivering it.
7. The staff member/co-worker has to arrange the regular signatories to approve the requisition form within a week.
8. The staff member/co-worker then gives Harry the following: the approved requisition form and the copy of the check.
9. The church administration is responsible for keeping blank "emergency checks", issuance of blank check, and keeping records of checks issued.



Date	Check #	Received By (print name & sign)	Payee & Purpose	Amount
11/16/2004	7343-7357	Millie Yeung	(blank emergency checks)	NA
	6524			
	7343			
	7344			
	7345			
	7346			
	7347			
	7348			
	7349			
	7350			
	7351			
	7352			
	7353			
	7354			
	7355			
	7356			
	7357			