



Kairos Check Request Form
ADMINISTRATIVE: General Office / Administrative Expenses

Advisory Council: _____
 Payee: _____
 Address: _____
 City, State, Zip: _____

Weekend #: _____

Weekend Dates: _____
 Submission Date: _____
 Phone: _____
 Email: _____

A check is requested for the following expenses, as supported by the attached itemized receipts and other documentation.

Is this a reimbursement? YES NO <--check one
 If NO, attach vendor invoice / bill so a check can be issued
 If YES, attach all receipts

Was an advance received? YES NO <--check one
 enter amount--> \$ **0.00**

ADMINISTRATIVE EXPENSES:

DESCRIPTION:

Computer & Software Expenses	\$	_____	_____
Web Solutions Expense	\$	_____	_____
Dues / Subscriptions	\$	_____	_____
Advisory Council Meetings	\$	_____	_____
State Chapter Committee Meetings	\$	_____	_____
Office Supplies (ink, pens, paper)	\$	_____	_____
Postage (IRS letters, receipts, admin)	\$	_____	_____
ACT Expenses - Meals for Training	\$	_____	_____
ACT Expenses - Travel/Meals	\$	_____	_____
ACT Expenses - Venue Expenses	\$	_____	_____
Conference Registration Fees	\$	_____	_____
Conference Travel/Meals Expenses	\$	_____	_____
Other (Describe)	\$	_____	_____
Other (Describe)	\$	_____	_____
Other (Describe)	\$	_____	_____

Total Expenses: \$ **0.00**

Less Cash Advance: \$ **0.00**

Difference \$ **0.00**

Negative Difference? Please reimburse the unused funds within 30 days of the weekend.

Positive Difference? Do you wish to donate your reimbursement as a Gift In Kind? YES NO (check one)
 (If you do not wish to donate your reimbursement, a check will be issued for the difference.)

Submitted by: _____
signed by person seeking reimbursement

Electronic signatures are acceptable / attach email approval

Approved by: _____
AC Kairos Donor Coor (Model 1) or AC Financial Secretary (Model 2)

Electronic signatures are acceptable / attach email approval

ATTACH ITEMIZED RECEIPTS AND ALL RELATED PROOF OF EXPENSES

Send Approved form and all related documentation to: **State Financial Secretary**