



Kairos Check Request Form

FUNDRAISING: Fundraising and Recruitment Expenses*

* IRS regulations require expenses for recruiting volunteers be classified as fundraising expenses

Advisory _____ WK # _____ WK _____
 Payee: _____ Submission Date: _____
 Address: _____ Email: _____
 City, State, Zip: _____ Phone: _____

Is this a reimbursement?	Type (Yes or No)	If NO, attach vendor invoice. If YES, attach itemized receipts.
Was an advance received?	Type (Yes or No)	\$ _____ If YES, enter amount of advance

FUNDRAISING AND VOLUNTEER RECRUITMENT EXPENSES	DESCRIPTION:
Mail Appeal - Printing Expenses	\$ _____
Mail Appeal - Postage	\$ _____
Fundraising Computer / Software Exp	\$ _____
Fundraising Event Expenses	\$ _____
Marketing: Advertising	\$ _____
Marketing: Promotional Events	\$ _____
Marketing: Promotional Items	\$ _____
Marketing: Promotional Postage	\$ _____
Marketing: Promotional Web Exp	\$ _____
Post Office Box Rental	\$ _____
Postage for fundraising letters	\$ _____
Other _____	\$ _____
Other _____	\$ _____
Other _____	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

Total Expenses:	\$	0.00	ATTACH ITEMIZED RECEIPTS AND ALL RELATED PROOF OF EXPENSES
Less Cash Advance:	\$	0.00	
Difference	\$	0.00	

Submitted by: _____ (Person Seeking Payment)
 Approved by: _____ (AC Kairos Donor Coor / ACFS Model 2)

Electronic signatures are acceptable / attach email approval

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