

## Kairos Check Request Form



**PROGRAM: Training, Marketing, Weekend, and Post Weekend Expenses**

Advisory Council: \_\_\_\_\_ WK # \_\_\_\_\_ WK \_\_\_\_\_

Payee: \_\_\_\_\_ Submission Date: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**WEEKEND EXPENSES** **DESCRIPTION:**

Agape	\$	_____	_____
Badges	\$	_____	_____
Computers   Equipment	\$	_____	_____
Decorations	\$	_____	_____
Equipment Rental	\$	_____	_____
Flowers	\$	_____	_____
Gift to Church - no facility bill	\$	_____	_____
Housing/Facility Rental	\$	_____	_____
Insurance	\$	_____	_____
Meals/Food	\$	_____	_____
Pictures/Photos	\$	_____	_____
Postage - Program	\$	_____	_____
Printing/Copies	\$	_____	_____
Program Materials	\$	_____	_____
Storage Space Rental	\$	_____	_____
Supplies/Paper Products	\$	_____	_____
Vehicle/Trailer Rental	\$	_____	_____
Vehicle/Trailer Rental Gas	\$	_____	_____
Other (Describe)	\$	_____	_____
Other (Describe)	\$	_____	_____

**POST WEEKEND EXPENSES**

One & Two Day Retreat	\$	_____	_____
Reunion Expenses	\$	_____	_____
Weekly Mentoring Expenses	\$	_____	_____
Weekly Prayer & Share Expenses	\$	_____	_____

**TRAINING EXPENSES**

AKT Travel & Meals	\$	_____	_____
AKT Supplies / Other	\$	_____	_____
Torch 101 Travel & Meals	\$	_____	_____

**MARKETING EXPENSES**

Advertising	\$	_____	_____
Marketing/Promo Materials	\$	_____	_____
Newsletter	\$	_____	_____
Postage for Newsletters	\$	_____	_____

<b>Total Expenses:</b>	\$	_____	<b>ATTACH ITEMIZED RECEIPTS AND ALL RELATED PROOF OF EXPENSES</b>
<b>Less Cash Advance:</b>	\$	_____	
<b>Difference</b>	\$	_____	

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**