

Kairos Check Request Form - Fundraising Expenses

2022



Fundraising and Recruitment Expenses*

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

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

| | | | |
|---------------------------------|----|--|---------------------------------|
| Is this a reimbursement? | NO | If NO, attach vendor invoice. If YES, attach itemized receipts. | |
| Was an advance received? | 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 Events | \$ | _____ |
| Marketing/Promotional Materials | \$ | _____ |
| Post Office Box Rental | \$ | _____ |
| Postage for fundraising letters | \$ | _____ |
| Other _____ | \$ | _____ |
| Other _____ | \$ | _____ |
| Other _____ | \$ | _____ |

| | | |
|---------------------------|----|-------|
| Total Expenses: | \$ | _____ |
| Less Cash Advance: | \$ | _____ |
| Difference | \$ | _____ |

ATTACH ITEMIZED RECEIPTS AND ALL RELATED PROOF OF EXPENSES

Submitted by: _____ *(Person Seeking Payment)*
Approved by: _____ *(AC KairosDonor Coor / ACFS Model 2)*
Electronic signatures are acceptable / attach email approval

send approved form and all related documentation to: STATE FINANCIAL SECRETARY
 TX only send to: Advisory Council Financial Secretary