

Kairos Check Request Form - Fundraising Expenses

2021



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?	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 Events	\$ _____	
Marketing/Promotional Materials	\$ _____	
Post Office Box Rental	\$ _____	
Postage for fundraising letters	\$ _____	
Other _____	\$ _____	
Other _____	\$ _____	
Other _____	\$ _____	

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

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