

Kairos Check Request Form - Administrative Expenses

2022



General Office / Administrative 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

ADMINISTRATIVE EXPENSES:

DESCRIPTION:

Computer & Software Expenses	\$		
Web Solutions Expense	\$		
Dues / Subscriptions	\$		
Advisory Council Meetings	\$		
State Chapter Committee Meetings	\$		
Mileage to SCC Meetings	\$		
Office Supplies (ink, pens, paper)	\$		
Postage (IRS letters, admin)	\$		
ACT Expenses - Meals for Training	\$		
ACT Expenses - Mileage	\$		
ACT Expenses - Travel/Meals	\$		
ACT Expenses - Venue Expenses	\$		
Volunteer Appreciation	\$		
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