

Kairos Check Request Form - Administrative Expenses

2020



General Office / Administrative Expenses

Advisory Council: SCC GA WK # WK

Payee: Name Submission Date: mm/dd/yr

Address: 100 Address Rd Email: email@email.com

City, State, Zip: City, GA, 12346 Phone:

Is this a reimbursement?	Yes	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	\$	23.72	Miles X 2 X 0.14 (84.72*2*.14)
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	\$	_____	_____
Annual Conf Mileage	\$	_____	_____
Annual Conf Registration Fees	\$	_____	_____
Annual Conf Travel & Meals Exp	\$	_____	_____
Volunteer Appreciation	\$	_____	_____
Other _____	\$	_____	_____
Other _____	\$	_____	_____

Total Expenses:	\$	23.72	ATTACH ITEMIZED RECEIPTS AND ALL RELATED PROOF OF EXPENSES
Less Cash Advance:	\$	_____	
Difference	\$	23.72	

Submitted by: _____ **Enter your name** (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