

Kairos Check Request Form - Administrative Expenses

2023



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 12345 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

ADMINISTRATIVE EXPENSES:

DESCRIPTION:

Computer & Software Expenses	\$		
Web Solutions Expense	\$		
Dues / Subscriptions	\$		
Advisory Council Meetings	\$		
State Chapter Committee Meetings	\$	50.83	Miles X 2 X \$0.30 (84.72*2*\$0.30)
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:	\$	50.83	ATTACH ITEMIZED RECEIPTS AND ALL RELATED PROOF OF EXPENSES
Less Cash Advance:	\$		
Difference	\$	50.83	

Submitted by: _____ **Enter Name** (Person Seeking Payment)

Approved by: _____ **Signed by Approver** (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