

Kairos Check Request Form - Administrative Expenses

2024



General Office / Administrative Expenses

Advisory Council: SSC GA WK # WK

Payee: Name Submission Date: mm/dd/yr

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

City, State, Zip: City, GA 12345 Phone: 123-456-7890

| | | |
|---------------------------------|---------------------|---|
| 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: | TOTAL DUE | \$ 50.83 | DESCRIPTION: |
| Computer & Software Expenses | \$ | _____ | _____ |
| Web Solutions Expense | \$ | _____ | _____ |
| Dues / Subscriptions | \$ | _____ | _____ |
| Advisory Council Meetings | \$ | _____ | _____ |
| State Chapter Committee Meetings | \$ | _____ | _____ |
| Mileage to SCC Meetings | \$ | 50.83 | Miles x 2 x \$.30 (84.72 * 2 * \$.30) |
| 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: | \$ | 0.00 | |
| 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