

**Alpha Kappa Alpha Sorority, Incorporated®**

**Theta Rho Omega Chapter**

**P. O. Box 95 Matteson, IL 60443**

**REIMBURSEMENT VOUCHER**

*(Submission required within 60 days of expense-Operations Manual)*

*(If Electronic submittal, original receipt must be turned in within 60 days-Finance Guide)*

Date: \_\_\_\_\_ Requested by: \_\_\_\_\_

Check Payable To: \_\_\_\_\_ Amount \$: \_\_\_\_\_

Disburse Funds from Committee (see below): \_\_\_\_\_

Mail Address \_\_\_\_\_

Explanation/Item(s):

\_\_\_\_\_ Amt. \$ \_\_\_\_\_

\_\_\_\_\_ Amt. \$ \_\_\_\_\_

\_\_\_\_\_ Amt. \$ \_\_\_\_\_

\_\_\_\_\_ Amt. \$ \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

**APPROVALS:**

\_\_\_\_\_ Date: \_\_\_\_\_

**Officer or Committee Chairman**

\_\_\_\_\_ Date: \_\_\_\_\_

**Basileus/Anti-Basileus**

\_\_\_\_\_ Date: \_\_\_\_\_

**Tamiouchos/Basileus/Anti-Basileus**

Check # \_\_\_\_\_ Disburse from Budget: Operations \_\_\_\_\_ Program \_\_\_\_\_

**Operations Budget**

Basileus	Akape	Leadership Training	CRC-Basileus
Anti-Basileus	AKA Connections	Meeting Room Rental	CRC-Delegate
Epistoleus	Archives	End of Year Recognition	CRC-Award Fee
Grammateus	Bylaws	Officer Workshop	Boule-Basileus
Tamiouchos	Chapter Anniversary	Chapter Retreat	Boule-Lunch Assessment
Pecunious Grammateus	Chapter Attorney	Founders' Day	Leadership-Basileus
Hodegos	Chapter Bonding	Membership	Cluster Retreat-Basileus
Ivy Leaf Reporter	Chapter Insurance	Nominating	
P.O. Box Rental	Sisterly Relations	Storage Unit	
Risk Management	Standards	Technology	

**Program Budget**

Strengthen Our Sisterhood	Local/National Donations
Empower Our Families	Scholarship
Building Our Economic Wealth	Fundraising
Enhance Our Environment	
Advocate for Social Justice	
Uplift Our Local Community	