

### Kairos Check Request Form

# PROGRAM: Training, Marketing, Weekend, and Post Weekend Expenses

Advisory Council:					Weekend #:	Weekend Dates:
Payee:						Submission Date:
Address:						Phone:
_						
City, State, Zip: _						Email:
	A check is requested for	the follow	ing expenses, as s	supported b	y the attached itemiz	ed receipts and other documentation.
	reimbursement? TES	□NO	<-check one			If NO, attach vendor invoice / bill If YES, attach all receipts
	vance received? TES	□NO	<check one<br="">enter amount&gt;</check>	\$		
WEEKEND EXPENSE				· ·		DESCRIPTION:
	Agape Expenses			\$		
	Badges Decorations			\$	1	
	Equipment Rental			\$	Carlo Ca	
	Housing/Facility Rental			\$ 		
	nsurance					
	Meals/Food			\$		
	Pictures/Photos			\$	-	
				\$	<del></del>	
	Postage - Program			\$		
	Printing/Copies	~~~		\$		
	Promotion/Mailings for Pro Supplies/Paper Products	gram		\$		
	Fravel			\$		
	/ehicle/Trailer Rental			\$		
	/ehicle/Trailer Rental Gas			\$		**************************************
	Other (Describe)			\$	****	
	Other (Describe)			\$		
POST WEEKEND EX				Φ		
	One & Two Day Retreat			\$		
	Prayer & Share			\$		
	Reunion			\$		
	Other (Describe)			\$		
TRAINING EXPENSE	S					
,	AKT Travel & Meals			\$		
	AKT Supplies / Other			\$		
	Torch 101 Travel & Meals			\$		
	Forch 101 Supplies / Other	_		\$		
MARKETING EXPEN	SES					
	Advertising			\$		
	Marketing/Promo Materials			\$		
1	Newsletter / Postage			\$		
,	Web Expenses			\$		
		Total	Expenses:	\$		
			sh Advance:	\$		
			ference	\$		
	Negative Differen				used funds with	hin 30 days of the weekend.
	regaine Different	er Fit	ase remisurs	e uie uii	uscu iunus Will	mii oo days of the weekelld.
	sign	ed by pers	on seeking reimburs	ement		
Approved by:	Sign	, polo				netronia cianetura era cocontella letteria era il e
	AC KairosDonor C	oor (Mode	1 1) or AC Financial	Secretary (N		ectronic signatures are acceptable / attach email approval
A	TTACH ITEMIZ					PROOF OF EXPENSES

Send Approved form and all related documentation to: Assistant State Financial Secretary



### Kairos Check Request Form

## ADMINISTRATIVE: General Office / Administrative Expenses

Advisory Council:		Weekend #:	Weekend Dates:	
Payee:			Submission Date:	
Address:			Phone:	
City, State, Zip:			Email:	
the state of the s	requested for the following expenses	, as supported by the attached ite	emized receipts and other documentation.	
Is this a reimbursement			If NO, attach vendor invoice / bill so a check can be issued If YES, attach all receipts	
Was an advance received	? YES NO <check amount<="" enter="" one="" td=""><td>» <b>\$</b></td><td></td></check>	» <b>\$</b>		
ADMINISTRATIVE EXPENSES:		3	DESCRIPTION:	
Computer & Softw	are Expenses	\$		
Web Solutions Ex	pense	\$		
Dues / Subscription	ons	\$		
Advisory Council I	Meetings	\$		
State Chapter Co	mmittee Meetings	\$		
Office Supplies (ir	ık, pens, paper)	\$		
Postage (IRS lette	ers, receipts, admin)	\$		
ACT Expenses - N	Meals for Training	\$		
ACT Expenses - 1	ravel/Meals	\$		
ACT Expenses - \	/enue Expenses	\$		
Conference Regis	tration Fees	\$		
Conference Trave	I/Meals Expenses	\$		
Other (Describe)		\$		
Other (Describe)		\$		
Other (Describe)		\$		
	Total Expenses:	\$		
	Less Cash Advance:	\$		
	Difference	\$		
Negative	<u> Difference?</u> Please reimb	ourse the unused funds	within 30 days of the weekend.	
bmitted by:		FI	ectronic signatures are acceptable / attach email approval	
	signed by person seeking reimburse		South of State of the acceptable / attach enian approval	
proved by:		El	ectronic signatures are acceptable / attach email approval	
AC Kairo	sDonor Coor (Model 1) or AC Financial			
ATTACH	ITEMIZED RECEIPTS	S AND ALL RELATI	ED PROOF OF EXPENSES	



### Kairos Check Request Form

### FUNDRAISING: Fundraising and Recruitment Expenses\*

\* IRS Code requires Expenses for Recruitment for Volunteers be classified as Fundraising Expenses

Advisory Council:		Weekend #:	Weekend Dates:	
Payee:			Submission Date:	
Address:			Phone:	
City, State, Zip:			Email:	
	neck is requested for the following ex	penses, as supported by the attach	ed itemized receipts and other documentation.	
Is this a reimburse	ement? YES NO <check one<="" th=""><th></th><th>If NO, attach vendor invoice / bill so a check can be issued If YES, attach all receipts</th></check>		If NO, attach vendor invoice / bill so a check can be issued If YES, attach all receipts	
Was an advance rec	eived? YES NO <check amount-<="" enter="" one="" td=""><td>→ <b>\$</b></td><td></td></check>	→ <b>\$</b>		
FUNDRAISNG AND VOI	LUNTEER RECRUITMENT EXPENS	SES	DESCRIPTION:	
Meal	Appeal - Printing Expenses	\$		
Meal	Appeal - Postage	\$		
Fund	Iraising Computer / Software Exp	\$		
Fund	Iraising Event Expenses	\$		
Mark	eting: Advertising	\$		
Mark	eting: Promotional Events	\$		
Mark	eting: Promotional Items	\$		
Mark	eting: Promotional Postage	\$		
Mark	eting: Promotional Web Exp	\$		
PO E	Box Rental	\$		
Posta	age for fundraising letters	\$		
Othe	r (Describe)	\$		
Othe	r (Describe)	\$		
Other (Describe)		\$		
	Total Expenses:	\$		
	Less Cash Advance:	\$		
	Difference	\$		
	Negative Difference? Please	e reimburse the unused fund	ds within 30 days of the weekend.	
Submitted by:			Electronic signatures are acceptable / attach email approval	
	signed by person seeking	reimbursement		
Approved by:			Electronic signatures are acceptable / attach email approval	
	AC KairosDonor Coor (Model 1) or AC			
A	TTACH ITEMIZED REC	<b>EIPTS AND ALL RELA</b>	ATED PROOF OF EXPENSES	