

GAMMA CHI OMEGA CHAPTER Reimbursement Request Voucher

NAME: _____ **PHONE:** _____
DATE: _____ **AMOUNT:** _____ **PAY TO:** _____
PURPOSE: _____

METHOD OF DELIVERY: HOLD FOR PICKUP [] MAIL []

ADDRESS IF BEING MAILED: _____

SIGNATURE: _____

Note: Attach all receipts and other applicable supporting documentation (i.e., purchase orders, contracts, etc. to this form

APPROVED BY:

OFFICER/COMMITTEE CHAIR: _____ **ACCOUNT CODE:** _____

BASILEUS: _____

TAMIOUCHOS: _____

FOR TAMIOUCHOS USE ONLY

DATE PAID:	ACCOUNT:	OPERATIONS FUNDRAISER	CHECK NUMBER:	CATEGORY:
_____	_____	_____	_____	_____

ACCOUNT CODES

Asset (1000 series)

- 1000 Cash Operating Acct
- 1100 Cash Fundraising Acct

Liabilities (2000 series)

- 2000 Liabilities

Fund Balance (3000 series)

- 3000 Fund Balance

Revenue (4000 series)

- 4000 Membership dues from Sorors
- 4050 MIP revenue (Initiation Fees)
- 4100 Other revenue

Officer Expenses (5000 series)

- 5010 Officer Expense - Basileus
- 5020 Officer Expense - Anti-Basileus
- 5030 Officer Expense - Grammateus
- 5040 Officer Expense - Epistoleus
- 5050 Officer Expense - Tamiouchos
- 5060 Officer Expense - Pecunious Grammateus
- 5070 Officer Expense - Ivy Leaf Reporter
- 5080 Officer Expense - Graduate Advisor

Committee Expenses (5100 series)

- 5105 Bylaws Committee Expenses
- 5110 Finance Committee Expenses
- 5115 Program Committee Expenses
- 5120 Nominating Committee Expenses
- 5125 Standards Committee Expenses
- 5130 Membership Committee Expenses
- 5135 Connections Committee Expenses
- 5140 Archives Committee Expenses
- 5145 Awards Committee Expenses
- 5150 Communications Committee Expenses
- 5155 Sisterly Relations Committee Expenses

Administrative Expenses (5200 - 5400 series)

- 5200 Bank service charges
- 5210 Chapter evaluations
- 5220 Chapter handbook
- 5230 Contributions
- 5240 Courtesies
- 5250 Graduate Advisors' Council
- 5260 Insurance
- 5270 Monthly meeting (hosting)
- 5280 Monthly meeting (room rental)
- 5290 Officers' bonding
- 5300 Pan-Hellenic Council dues
- 5310 Postage
- 5320 Printing
- 5330 Publicity/Newsletter
- 5340 Record Storage
- 5350 Room Rental
- 5360 Post Office Box
- 5370 Website Fee
- 5380 Transportation
- 5390 Storage
- 5400 Utilities

Chapter Activities (5500 series)

- 5500 Chapter Programs
- 5501 Target 1: HBCU for Life
- 5502 Target 2: Women's Health & Wellness
- 5503 Target 3: Building Econ Leg
- 5504 Target 4: The Arts!
- 5505 Target 5: Global Impact
- 5506 Impact Days
- 5510 Connection Activities
- 5520 Founders Day Activities
- 5530 Scholarship
- 5540 EAF Contribution

Conference Expenses (5600 series)

- 5600 Award entry fee
- 5610 Boule expenses
- 5620 GLRC expenses

Other Expenses (5700 series)

- 5700 Contingencies
- 5710 Miscellaneous
- 5720 ME Expenses
- 5730 Chapter Tax/Per Capita
- 5740 Chapter Retreat
- 5750 80th Anniversary

Fundraising Expenses (5700 series)

- 6000 Fundraising Expenses