

# Disbursement Request

rev. 1/02

Reimbursement Requester \_\_\_\_\_

Date \_\_\_\_\_

Receipts Attached

Invoice Attached

Make Check Payable To: \_\_\_\_\_

Description of Expense/Event:

Total Amount of Reimbursement \$ \_\_\_\_\_

Signature of governing officer must be obtained before request is submitted to vp: finance

_____ president	_____ vp: member education	_____ vp: Panhellenic
<input type="checkbox"/> \$ _____ 628 transition and crew	<input type="checkbox"/> \$ _____ 701 new member supplies	<input type="checkbox"/> \$ _____ 661 Panhellenic dues
	<input type="checkbox"/> \$ _____ 705 new member activities	<input type="checkbox"/> \$ _____ 664 activities
	<input type="checkbox"/> \$ _____ 733 <i>Well Aware</i>	<input type="checkbox"/> \$ _____ 695 alumnae relations
_____ vp: programming	_____ vp: membership	<input type="checkbox"/> \$ _____ 732 public relations
<input type="checkbox"/> \$ _____ 708 scholarship	<input type="checkbox"/> \$ _____ 691 recruitment expenses	
<input type="checkbox"/> \$ _____ 735 rituals and initiation		_____ vp: communications
<input type="checkbox"/> \$ _____ 720 Founders Day		<input type="checkbox"/> \$ _____ 731 chapter archives
<input type="checkbox"/> \$ _____ 805 chapter retreats		<input type="checkbox"/> \$ _____ 760 correspondence
_____ vp: social standards	_____ vp: finance	_____ common accounts
<input type="checkbox"/> \$ _____ 665 guest and officer visits	<input type="checkbox"/> \$ _____ 605 utilities	<input type="checkbox"/> \$ _____ 679 copying & printing
<input type="checkbox"/> \$ _____ 711 gifts and awards	<input type="checkbox"/> \$ _____ 610 telephone	<input type="checkbox"/> \$ _____ 680 postage & office supplies
<input type="checkbox"/> \$ _____ 715 social	<input type="checkbox"/> \$ _____ 615H food & kitchen	<input type="checkbox"/> \$ _____ 688 travel & workshops
<input type="checkbox"/> \$ _____ 715A social (formal)	<input type="checkbox"/> \$ _____ 625 repairs/laundry/mtn.	<input type="checkbox"/> \$ _____ 730 composite
<input type="checkbox"/> \$ _____ 715B social (booth)	<input type="checkbox"/> \$ _____ 627 housing misc.	<input type="checkbox"/> \$ _____ 675 miscellaneous
<input type="checkbox"/> \$ _____ 715C social (Greek Sing)	_____ vp: Foundation	
	<input type="checkbox"/> \$ _____ 741 contributions	
	<input type="checkbox"/> \$ _____ 745 fundraiser	

Check # \_\_\_\_\_ Date \_\_\_\_\_ Other: \$ \_\_\_\_\_ # \_\_\_\_\_ (acct. / note)

Initials of person writing the check(s) \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ (acct. / note)

\$ \_\_\_\_\_ # \_\_\_\_\_ (acct. / note)

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Initials of person writing the check(s) \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_ \_\_\_\_\_ (acct. / note)

\$ \_\_\_\_\_ # \_\_\_\_\_ \_\_\_\_\_ (acct. / note)

## Things every officer needs to know about Delta Gamma finance:

- Chapter funds can **never** be used to purchase alcohol.
- If you spend more than is available in your budget, you may not get reimbursed. If there is any available money, it would have to be reallocated from another budget to cover the cost and that will require a chapter vote. There is no guarantee there will be extra money elsewhere or that the chapter would approve decreasing another budget. If you think you might be going over budget, talk to CMT, the vp: finance and advisers first to see if something can be done and they will help you take a proposal to the chapter.
- The **only** chapter officers authorized to sign contracts on behalf of the chapter are the president and vp: finance. **Both** officers must sign **all** contracts and the ATC should review contracts before either officer signs. If an individual officer or chapter member signs a contract, she may be personally liable for the obligations in the contract instead of the chapter. It is worth your time to get the right signatures. There is nothing wrong with having 3 signatures if the establishment wants the coordinating officer to also sign as long as the signatures of the president and vp: finance are also on the document.
- Plan in advance for reimbursement requests. The vp: finance has to enter information in the computer as she writes checks. Allow her the courtesy of planning time each week to do that on her schedule. Do not wait until the last minute.
- All checks over \$100 should have two signatures. This is another reason to plan in advance because two signators may not both be available at the last minute. The vp: finance, president and chapter operations adviser are authorized to sign checks.
- Every reimbursement request must have either a receipt (you already purchased it) or an invoice (you are being billed for it) attached. The officer in charge of the account from which the money is to be expensed must approve the expense by signing the request.
- Each officer should maintain her own record of what is be charged to the accounts related to her office so she always knows what is available.
- Checks should not be written out directly to another Greek organization. To make contributions to their philanthropic events, make the check payable directly to their philanthropy.