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	Della	Gallillia

Disbursement Request

	Date _	Receipts Attached o				
Make Check Payable To:		Invoice Attached o				
Description of Expense/Event:	Total A	Total Amount of Reimbursement \$				
		Signature of governing officer must be obtained before request is submitted to vp: finance				
1	vp: member education	vp: Panhellenic				
president 0 \$ 628 transition and crew	o \$701 new member supplies o \$705 new member activities	o \$661 Panhellenic dues				
#O_O	o \$733 Well Aware	0 \$664 activities				
vp: programming		o \$695 alumnae relations				
o \$708 scholarship o \$735 rituals and initiation	vp: membership	o \$732 public relations				
o \$730 Founders Day	o \$691 recruitment expenses	vp: communications				
o \$805 chapter retreats	vp: finance	o \$731 chapter archives				
	o \$605 utilities	o \$760 correspondence				
vp: social standards o \$665 guest and officer visits	o \$610 telephone	gommon aggovata				
o \$	o \$615H food & kitchen o \$625 repairs/laundry/mtn.	common accounts o \$679 copying & printing				
o \$715 social	o \$627 housing misc.	o \$680 postage & office supplies				
o \$715A social (formal)		o \$688 travel & workshops				
o \$715B social (booth)	vp: Foundation	o \$730 composite				
o \$715C social (Greek Sing)	o \$741 contributions o \$ 745 fundraiser	o \$675 miscellaneous				
	/43 Tundraiser					
Check # Date	#	(acct. / note)				
Initials of person writing the check(s)	\$#_	(acct. / note)				
1 0 (/	\$ #	(acct. / note)				
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Delta Gamma Reimburgement Requester	Disbursement Request	Receipts Attached O				
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Reimbursement Requester	- D	Receipts Attached O Invoice Attached O				
Reimbursement Requester	Date _	•				
Reimbursement Requester Make Check Payable To:	Date _	Invoice Attached O				
Reimbursement Requester Make Check Payable To: Description of Expense/Event:	Total A	Invoice Attached O mount of Reimbursement \$				
Reimbursement Requester Make Check Payable To: Description of Expense/Event: president 0	Total A: vp: member education o \$ 701 new member supplies	Invoice Attached O mount of Reimbursement \$ Signature of governing officer must be obtained before request is submitted to vp: finance				
Reimbursement Requester Make Check Payable To: Description of Expense/Event:	Total Assembly to the second of the second o	Invoice Attached O mount of Reimbursement \$				
Reimbursement Requester Make Check Payable To: Description of Expense/Event: president 0 president o transition and crew vp: programming	Total A: vp: member education o \$ 701 new member supplies	Invoice Attached O mount of Reimbursement \$ Signature of governing officer must be obtained before request is submitted to vp: finance vp: Panhellenic o \$661 Panhellenic dues o \$664 activities				
Reimbursement Requester Make Check Payable To: Description of Expense/Event: president o president o transition and crew vp: programming o \$	Total Assembly a property of the second seco	Invoice Attached O mount of Reimbursement \$				
Reimbursement Requester Make Check Payable To: Description of Expense/Event: president 0 president 0 transition and crew vp: programming o \$708 scholarship o \$735 rituals and initiation	Total A:	Invoice Attached O mount of Reimbursement \$				
Reimbursement Requester Make Check Payable To: Description of Expense/Event: president o transition and crew vp: programming vp: programming scholarship o \$708	Total A:	Invoice Attached O mount of Reimbursement \$				
Reimbursement Requester Make Check Payable To: Description of Expense/Event: president 0 president 0 transition and crew vp: programming o \$708 scholarship o \$735 rituals and initiation	Total Assembly a property of the second seco	Invoice Attached O mount of Reimbursement \$				
Reimbursement Requester Make Check Payable To: Description of Expense/Event: president 0 president 0 transition and crew vp: programming scholarship o \$708 scholarship o \$735 rituals and initiation o \$720 Founders Day o \$805 chapter retreats vp: social standards	Total Association o \$	Invoice Attached O mount of Reimbursement \$				
Reimbursement Requester Make Check Payable To: Description of Expense/Event: president 0 president 0 transition and crew vp: programming scholarship o \$735 rituals and initiation o \$720 Founders Day o \$805 chapter retreats vp: social standards o \$665 guest and officer visits		Invoice Attached O mount of Reimbursement \$				
Reimbursement Requester Make Check Payable To: Description of Expense/Event: president 0 transition and crew vp: programming scholarship scholars		Invoice Attached O mount of Reimbursement \$				
Reimbursement Requester Make Check Payable To: Description of Expense/Event: president 0 president 0 transition and crew vp: programming scholarship scholar		Invoice Attached O mount of Reimbursement \$				
Reimbursement Requester Make Check Payable To: Description of Expense/Event: president 0 transition and crew vp: programming scholarship scholars		Invoice Attached O mount of Reimbursement \$				
Reimbursement Requester Make Check Payable To: Description of Expense/Event: president 0 transition and crew vp: programming scholarship scholars		Invoice Attached O mount of Reimbursement \$				
Reimbursement Requester Make Check Payable To: Description of Expense/Event: president 0 transition and crew vp: programming scholarship scholars		Invoice Attached O mount of Reimbursement \$				
Reimbursement Requester Make Check Payable To: Description of Expense/Event: president 0 transition and crew vp: programming scholarship scholars		Invoice Attached O mount of Reimbursement \$				
Reimbursement Requester Make Check Payable To: Description of Expense/Event: president 0 transition and crew vp: programming scholarship scholars		Invoice Attached O mount of Reimbursement \$				



Disbursement Request

Reımburser	nent Requester		Date		Receipts Attached O		
Make Chec	k Payable To:			Invoid	ce Attached o		
	of Expense/Event:		Total Amount of Re		\$		
					icer must be obtained omitted to vp: finance		
o \$	president 628 transition and crew	vp: member e o \$701	pplies		nnhellenic enic dues		
0 \$	vp: programming	o \$703 Hew member act	0 \$ 0 \$	664 activities			
o \$ o \$	735 rituals and initiation	vp: membershi	ip 0 \$		elations		
o \$ o \$	720 Founders Day 805 chapter retreats	vp: finance	o \$	731 chapter	communications archives		
o \$	vp: social standards665 guest and officer visits	o \$605 utilities o \$610 telephone o \$615H food & kitchen	o \$		ondence non accounts		
o \$ o \$	711 gifts and awards 715 social	0 \$625 repairs/laundry/ 0 \$627 housing misc.	o \$ o \$	679 copying	& printing & office supplies		
o \$	715A social (formal) 715B social (booth)	vp: Foundation	· · · · · · · · · · · · · · · · · · ·	730 compos			
o \$	715C social (Greek Sing)	o \$741 contributions o \$745 fundraiser	o \$	675 miscella	neous		
Check #	Date	Other: \$	#		(acct. / note)		
Initials of pers	son 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 signatures 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.