

## Disbursement Request

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

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

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### **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 being 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.