**Voucher Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GAMMA CHI OMEGA CHAPTER**

**Check 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 Acct1100   Cash Fundraising Acct**Liabilities (2000 series)**2000   Liabilities**Fund Balance (3000 series)**3000   Fund Balance**Revenue (4000 series)**4000   Membership dues from Sorors4050   MIP revenue (Initiation Fees)4100   Other revenue **Officer Expenses (5000 series)**5010   Officer Expense - Basileus5020   Officer Expense - Anti-Basileus5030   Officer Expense - Grammateus5040   Officer Expense - Epistoleus5050   Officer Expense - Tamiouchos5060   Officer Expense - Pecunious Grammateus5070   Officer Expense - Ivy Leaf Reporter5080   Officer Expense - Graduate Advisor**Committee Expenses (5100 series)**5105   Bylaws Committee Expenses5110   Finance Committee Expenses5115   Program Committee Expenses5120   Nominating Committee Expenses5125   Standards Committee Expenses5130   Membership Committee Expenses5135   Connections Committee Expenses5140   Archives Committee Expenses5145   Awards Committee Expenses5150   Communications Committee Expenses5155   Sisterly Relations Committee Expenses**REVISED JANUARY 2022** | **Administrative Expenses (5200 - 5400 series)**5200   Bank service charges5210   Chapter evaluations5220   Chapter handbook5230   Contributions5240   Courtesies5250   Graduate Advisors’ Council5260   Insurance5270   Monthly meeting (hosting)5280   Monthly meeting (room rental)5290   Officers’ bonding5300   Pan-Hellenic Council dues5310   Postage5320   Printing5330   Publicity/Newsletter5340   Record Storage5350   Room Rental 5360   Post Office Box5370   Website Fee5380   Transportation5390    Storage5400    Utilities**Chapter Activities (5500 series)**5500   Chapter Programs5501   Target 1: HBCU for Life5502   Target 2: Women's Health & Wellness5503   Target 3: Building Econ Leg5504   Target 4: The Arts!5505   Target 5: Global Impact5506   Impact Days5510   Connection Activities5520   Founders Day Activities 5530   Scholarship5540   EAF Contribution | **Conference Expenses (5600 series)**5600   Award entry fee5610   Boule expenses5620   GLRC expenses**Other Expenses (5700 series)**5700    Contingencies5710    Miscellaneous    |