**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 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  **REVISED JANUARY 2022** | **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 |