



**Alpha Kappa Alpha Sorority, Inc.**  
**Alpha Kappa Omega Chapter**  
**Check Request Form - Rev 2019**

**CHAPTER OPERATING BUDGET**

Check Request Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Payee: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
 (City) (State) (Zip Code)

Does check need to be mailed?     No     Yes  
*(If "Yes", please provide mailing address above.)*

Requested By: \_\_\_\_\_

Committee Chairman: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*(Signature)*

Committee: \_\_\_\_\_

***Attach Original Receipts, Invoices or Other Supporting Documentation***

Item Description	Expense Account <i>(see reverse side)</i>	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
	Total Check Amount	\$ _____

**For Office Use**

Basileus: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*(Signature)*

Tamiouchos: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*(Signature)*

Received By: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*(Signature)*

Check Number: \_\_\_\_\_

## Alpha Kappa Omega: Expense Account Listing

Account #	Account Descriptions
5000	Officer Expenses
5105	Bylaws
5110	Finance
5115	Program
5115.1	Program Planning
5147	Exemplifying Excellence
5147.1	HBCU 4 Life A Call to Action
5147.2	Women's Health and Wellness
5147.3	Building Your Economic Legacy
5147.4	The Arts!
5147.5	Global Impact
5147.6	#CAP
5147.7	EE community Impact Days
5147.71	EE CI Day - MLK Day of Service
5147.72	EE CI Day - Reactivation
5147.73	EE CI Day - Pink Goes Red
5147.74	EE CI Day - Global Impact
5147.75	EE CI Day - HBCU Awareness Week
5147.76	EE CI Day - Breast Cancer
5147.77	EE CI Day - Caregivers
5150.1	Chapter Programs · Life Long Learning
5150.3	Chapter Programs · Senior Citizens
5150.4	Chapter Programs · Connections
5150.5	Sisterly Relations
5150.6	Leadership Academy
5150.8	African American History
5160	Nominating
5165	Standards
5170	Membership
5170.1	Membership · All Kare Action
5170.2	Membership · Chapter Retreat
5170.3	Membership · Reactivation
5175	Rituals
5180	Archives
5185	Technology
5200	Administrative Expenses
5205	Audit/CPA
5210	Bank Service Charges
5215	Chapter Directory
5220	Chapter Evaluations
5225	Chapter Handbook
5235	Courtesies
5240	Graduate Advisors' Council
5245	Insurance/bonding
5250	Monthly Mtg (Hospitality)
5250.1	Monthly Mtg (Hospitality) · Food/Catering
5250.2	Monthly Mtg (Hospitality) · Room Rental
5250.3	Monthly Mtg (Hospitality) · Hostess
5250.5	Hospitality - Addtl Waitstaff
5250.6	Hospitality - Audio/visual
5250.7	Hospitality - Security
5255	Monthly Mtg (Hostess)
5258	Decorations
5260	Monthly Mtg (Room Rental)
5265	Newsletter/Minutes
5275	Pan-Hellenic Council Dues
5278	PhoneTree Software/Maintenance
5280	Postage & Delivery
5285	Printing
5290	Publicity
5290.1	Publicity · Ivy Leaf
5290.2	Publicity · Ads

Account #	Account Descriptions
5290.3	Publicity · Boule Ads
5290.4	Publicity · Regional Conference Ad
5290.5	Publicity · Houston Style/Defender Ads
5295	Records Storage
5300	Scrapbook
5305	Office Supplies
5310	Transportation
5315	Telephone
5320	Website Hosting Fees
5410	Per Capita Transmitted
5420	EAF Dues Transmitted
5430	COIP Transmitted
5440	Reactivation Transmitted
5450	Late Fees Transmitted
5455	Life Membership Transmitted
5460	Chapter Tax
5470	Constitution/Man'l Std Procedure
5480	Medallions
5500	Chapter Activities
5510	Chapter Programs
5530	Debutante Ball
5530.1	Debutante Ball· Space Rental
5530.2	Debutante Ball· Food/Catering
5530.3	Debutante Ball· Printing
5530.4	Debutante Ball· Photography
5530.5	Debutante Ball· Decorations
5530.6	Debutante Ball· Entertainment
5530.7	Debutante Ball· Flowers/Decorations
5530.8	Debutante Ball· Scholarships
5530.9	Debutante Ball· Other
5550	Joint Chapter Meeting
5560	Anniversary Gala
5560.10	Anniversary Gala Audio Visual
5560.10	Anniversary Gala Souvenirs
5560.11	Anniversary Gala Travel & Transportation
5560.12	Anniversary Gala Scholarship
5560.13	Anniversary Gala Photographer
5560.20	Anniversary Gala Decorations
5560.30	Anniversary Gala Entertainment
5560.40	Anniversary Gala Gifts
5560.50	Anniversary Gala Meals / Catering
5560.60	Anniversary Gala Other Expenses
5560.70	Anniversary Gala Printing
5560.80	Anniversary Gala Reception
5560.90	Anniversary Gala Souvenir Book
5565	It's All About the Ball - Prom Gown Event
5570	Designated Donations
5570.1	EAF Platinum
5580	Contributions
5600	Conference Expenses
5610	Award entry fees
5620	Boule expenses
5625	Chapter Exhibit
5630	Cluster Retreat
5640	Founders' Day (HMAC)
5650	Leadership Conference
5660	Regional Conference
5670	Undergraduate Round-Up
5680	National Founders' Day
5690	Regional Conference Transmittal
5700	Other Expenses
5720	Miscellaneous