



Alpha Kappa Alpha Sorority, Inc.

Alpha Kappa Omega Chapter Check Request Form - Rev 2024

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	<i>(see reverse side)</i> Expense Account	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
5110.A	Upgrade Finance Systems
5110	Service charges - checks
5115.1	Program Planning
5148.1	Strengthen Our Sisterhood
5148.2	Empower Our Families
5148.3	Build Our Economic Wealth
5148.4	Advocate for Social Justice
5148.5	Enhance Our Environment
5148.6	Uplift Our Local Community
5150.1	Life Long Learning
5150.3	Senior Citizens
5150.4	Connections
5160	Nominating
5165	Standards
5170.1	Membership · All Kare Action
5170.2	Membership · Chapter Retreat
5170.3	Membership · Reactivation
5175	Rituals
5180	Archives
5185	Technology
5185A	Website Hosting Fees
5185B	Website Updates
5185C	E- Automation
5185D	Technology Hardware
5205	Audit/CPA
5210	Bank Service Charges
5215	Chapter Directory
5235	Courtesies
5245	Insurance/bonding
5250	Monthly Mtg (Hospitality)
5250.1	Monthly Mtg (Hospitality) · Food/Catering
5250.2	Monthly Mtg (Hospitality) · Room Rental
5250.5	Hospitality - Addtl Waitstaff
5250.6	Hospitality - Audio/visual
5250.7	Hospitality - Security
5255	Hostess
5258	Decorations
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
5290.3	Publicity · Boule Ads
5290.4	Publicity · Regional Conference Ad
5295	Records Storage
5300	Scrapbook
5305	Office Supplies
5306	Software
5410	Per Capita Transmitted

Account #	Account Descriptions
5420	EAF Dues Transmitted
5430	COIP Transmitted
5440	Reactivation Transmitted
5450	Late Fees Transmitted
5460	Chapter Tax
5470	Constitution/Man'I Std Procedure
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
5530.10	Debutante Ball· Mother- Daughter Reception
5530.11	Debutante Ball·Technology / Audio Visual
5530.12	Debutante Ball· Gifts
5550	Joint Chapter Meeting
5560	Anniversary Gala
5560.1	Anniversary Gala Audio Visual
5560.2	Anniversary Gala Decorations
5560.3	Anniversary Gala Entertainment
5560.4	Anniversary Gala Gifts
5560.5	Anniversary Gala Meals / Catering
5560.6	Anniversary Gala Other Expenses
5560.7	Anniversary Gala Printing
5560.8	Anniversary Gala Reception
5560.9	Anniversary Gala Souvenir Book
5560.10	Anniversary Gala Souvenirs
5560.11	Anniversary Gala Travel & Transportation
5560.12	Anniversary Gala Scholarship
5560.13	Anniversary Gala Photographer
5570.1	EAF Platinum
5575	Charity and Appeals
5580	Contributions
5610	Award entry fees
5620	Boule expenses
5625	Chapter Exhibit
5630	Cluster Retreat
5640	Founders' Day (HMAC)
5650	Leadership Conference
5655	Certification Membership Experience
5660	Regional Conference
5670	Undergraduate Round-Up
5706	PayPal fees
5707	Hostess pandemic costs
5708	Electronic voting expenses
5709	Finance team pandemic costs
5730	Contingencies