

**Alpha Kappa Alpha Sorority, Inc.
LAMBDA EPSILON OMEGA CHAPTER**

Operating Expense Voucher

Fiscal Year - January 1, 2023 to December 31, 2023

DATE _____

CHECK THE LINE ITEM(S) TO BE DEBITED IN THE BUDGET.

COMMITTEES

- Connections & Social Action
- Archive
 - Storage Facility
- Audit
- Budget
- Bylaws
- Executive
 - Executive Retreat
- Honors and Awards
- Leadership Development
- Membership
- Nominating
- Program – Administrative
- Public Relations
- Sisterly Relations
- Social Welfare
 - Chapter Directory
 - Courtesies
 - Hospitality
 - Ivy Beyond the Wall
- Standards
- Technology
 - Equipment/Maintenance
 - Software/ Maintenance
 - Computer supplies
- Telephone (*Calling Post*)
- Undergraduate Activities

MEETINGS/CONFERENCES

- Boule
 - Basileus/Anti Basileus/Grad Adv
 - Delegate Expense
- Cluster Meeting (Basileus/AB/GA)
- Leadership Seminar (Basileus only)
- Membership Experience (Basileus & Grad Adv)
- SA Regional Conference
 - Basileus/Anti Basileus/Grad Adv
 - Delegate Expense
- Chapter Meetings
- Committee Meetings

OTHER CONFERENCE EXPENSES

- SA Regional Conference
 - SARC Ad
 - Chapter Awards/Exhibits
 - Leadership Breakfast
 - EAF Luncheon
 - Carolyn H. Steward Celebration
(Pearl Sorors)

CORPORATE OFFICE

- Chapter Tax
- Per Capita / Late fees
- COIP
- EAF
- Reactivation fee
- Constitution/ Standards Manuals
- Stationery/Documents

OFFICERS

- Basileus
- Epistoleus (*Newsletter*)
- Graduate Advisor – NA
- Graduate Advisor – NB
- Grammateus
- Pecunious Grammateus
- Philacter
- Tamiouchos

SOCIAL ACTIVITIES

- AKA Day at the Capitol
- Chapter Anniversary/Sisterhood week
- Leadership /Chapter Retreat
- Chapter Social Event
- Courtesies (Directorate, et al)
- Courtesies (Other)
- Retiring Chapter Officers
- Metro Atlanta Founders' Day (Assessment)
- New Members' Celebration
- Diamond/Pearl/Golden/Silver Star Recognition
- Pearl, Golden & Silver Star Medallions
- Support of Others
- Undergraduate Celebration
- Undergraduate Support- NA
- Undergraduate Support- NB

OTHER

- Bank Charges
- Bonding of Officers
- Chapter History Book
- External Audit
- P.O. Box Rental
- Zoom Meeting

SUPPLIES

- Financial Software
- Financial Software, maint.
- Other Committee - Postage
- Other Committee - Supplies
- Other _____

IN/OUT (non budgeted)

- Chapter Name Badges
- Prior Year Carryover
- MAFD Tickets
- Ticket Sales (list event)
- Other (list)

Contingency

Explanation of Expenditure

Submitted By

Make Check Payable to

Tax ID:

Address

Street	City	State	Zip
BREAKDOWN OF EXPENDITURES	AMOUNT	RECEIPT/DOCUMENTATION	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
TOTAL			

APPROVALS

<i>Signature</i>	Officer/Committee Chairperson
<i>Signature</i>	Basileus
<i>Signature</i>	Tamiouchos

TAMIOUCHOS USE ONLY

Check No. _____ Date Issued _____ Receipts/Documentation Attached: Yes No N/A

Comments:

revised -01-2023