## DELTA KAPPA GAMMA Alpha Omega Chapter

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Data of the Event	
Date of the Event	
Purpose of Event	
Person in Charge of Event Finances:	

## **COLLECTION OF MONIES**

#### Checks

- \*\* Collect all checks. If they are of different amounts, place them in the order of the amounts from least to greatest.
- \*\* On the right side of this sheet, write down the checks (Last Name Check#, and Amount)
- \*\* Total the column and write the total on the appropriate line below.

#### Cash

- \*\* Count the money out and stack in increasing denominations, each facing up and in the same direction.
- \*\* Write the total on the appropriate line below.
- \*\* Place all bills and cash in an envelope with a rubber band around it.

# PRESENTATION OF BILLS

### **Request for Funds**

- \*\* Each person with a bill to present for payment needs to fill out a "Request for Funds" form.
- \*\* Attach the receipts for any money spent to the form.
- \*\* Get it approved/signed by the chapter president.

# HAND IN TO TREASURER

Hand the envelope of checks and cash, the *Requests for Funds* with receipts attached, and this paper to the treasurer.

RECEIPTS		\$
Total of all Checks Total of all Cash	\$ \$	

Total of all Cash	Φ	-
DISBURSEMENTS		\$
To whom and for what	Amount	
	\$	
	\$	_
		•
	\$	•
	\$	-
	\$	_
	\$	•
	\$	•
	\$	•
	\$ \$ \$ \$ \$ \$	•
	\$	•
	\$	•
	\$	-
Net Loss or Pro	ofit from event:	\$

### **DEPOSIT**

Last Name,	Cash or	
First Initial	Check#	Amount
		<del>                                     </del>

# **EVENT SIMMARY**

Date:	
Time:	
Location:	
<b>Total Attendance</b>	re:
Advance prepar	ation needed:
Timeline:	
Suggestions or	comments: