



ALPHA SIGMA CHAPTER - EXPENSE VOUCHER

Submitted by:		Committee/Office	
Email:		Date:	
Phone:		Event/Expense:	

EXPENSE DETAILS

Expense Date	Budget Category	Vendor	Description	Amount
TOTAL				

PAYMENT/PAYEE DETAILS

Method of Payment	PAYEE	ADDRESS	Amount
CHECK <input type="checkbox"/>			

Method of Payment	PAYEE	Zelle Email Address	Amount
Zelle <input type="checkbox"/>			

Method of Payment	PAYEE	Website/Direct Payment Info	Amount
Credit Card <input type="checkbox"/>			

Method of Payment	Apply to Chapter Dues <input type="checkbox"/>	Detail Donation Category Below	Amount
Credit Transfer <input type="checkbox"/>	Donate to Chapter Initiative/Group <input type="checkbox"/>		

Chapter Approval (Basileus):	_____	Date	_____
Chapter Approval (Grammateus):	_____	Date	_____

Please submit this form with the invoice/receipt/order attached to the Chapter Grammateus (Charonda Woods at grammateus@alphasigma1922.org) and Chapter Tamiochus (Lolita Campbell at tamiochus@alphasigma1922.org) for approved chapter expenses and reimbursements. This form must be signed and approved by the Grammateus & Basileus before payment processing. Please review Standing Rule #4.

APPROVAL DATE:

DATE PAID:

CHECK #

Alpha Sigma Chapter Approved Reimbursement Categories

Sigma Gamma Rho Sorority, Incorporated

73000 · Officer Expenses

- 73010 · Basileus
- 73020 · Anti-Basileus
- 73030 · 1st Anti-Basileus
- 73040 · 2nd Anti-Basileus Butler University
- 73050 · 3rd Anti-Basileus Indiana State Univ
- 73060 · 4th Anti-Basileus Ball State
- 73070 · 5th Anti-Basileus IUPUI
- 73080 · 6th Anti-Basileus Indiana Univ
- 73090 · Grammateus
- 73100 · Tamiochus
- 73110 · Anti-Grammateus
- 73120 · Epistoleus
- 73130 · Chaplin
- 73140 · Parliamentarian
- 73150 · Rhoer Advisor
- 73160 · Philo Advisor
- 73170 · Rhosebud Advisor
- 73180 · National Projects Coordinator

74000 · Meeting Expenses

- 74030 · Area Workshop Meeting
- 74040 · Executive Board Meeting

75000 · Committees

- 75020 · Constitution & Bylaws
- 75040 · Fundraising
- 75060 · Membership
- 75070 · Community Service
- 75080 · Local NPHC
- 75120 · Scholarship
- 75140 · Undergraduate Chapter Concerns
- 75160 · Health and Wellness

77000 · National Programs

- 77010 · A3 4 Life
- 77020 · Mwanamugimu
- 77030 · Operation Big Book Bag
- 77040 · Project Wee Savers
- 77060 · Project Reassurance
- 77070 · Youth Symposium
- 77080 · Hattie McDaniel Cancer Program
- 77090 · USA Swim 1922
- 77100 · St. Jude
- 77110 · March of Dimes
- 77120 · Other Program

78000 · Miscellaneous

- 78010 · Postage
- 78040 · Bank Fees
- 78050 · Website
- 78060 · Chapter PO Box
- 78080 · Chapter Maintenance
- 78090 · Quick Books
- 79010 · Storage Fees
- 79020 · Courtesies
- 79030 · Advertising

81000 · Professional Dues

- 81050 · National Pan Hellenic Council
- 81060 · Indianapolis Black Alumni Association
- 81080 · Seven Beacons Foundation

Alpha Sigma Chapter Approved Reimbursement Categories

Sigma Gamma Rho Sorority, Incorporated

82000 · Alpha Sigma Chapter Activities

82010 · Founders Events
82030 · Alpha Sigma Round Up
82040 · Undergraduate Summits
82050 · Torch
82060 · Indiana Black Expo
82070 · Circle City Classic
82080 · Holiday Party
82080 · Awards & Achievement
82100 · UG Awards & Achievement
82200 · Alpha Sigma Performance

83000 · Affiliate Organizations

83010 · Rhoer Club
83020 · Philo Club
83040 · Rhosebuds

84000 · National Boule Conference Fees

84010 · Delegate Reimbursement
84020 · Hotel Expense

85000 · Central Regional Conference Fees

85010 · Delegate Reimbursement
85020 · Hotel Expense