

OKLAHOMA KAIROS - REIMBURSEMENT REQUEST FORM

TYPE (check one only)		PROGRAM/CATEGORY (check one only)				NOTES	
Invoice Payment Request _____ (use a separate form for each payee)		Show Weekend Number (if applicable) District/Statewide _____ CCF _____ KOW _____ DCCC _____ Torch-COJC _____ DCF _____ Torch-Manitou _____ JCCC _____ Torch-Rader _____ MBCC _____ Fund Raising _____ KOE _____ Other (List) _____ 4 Day _____ 2 Day _____ Follow-up _____					
Reimbursement Request _____		FILL IN ONLY FOR CASH ADVANCE DOCUMENTATION Total Cash Advance _____ Total amount expended _____ Remaining funds returned _____ Additional reimbursement requested _____					
Cash Advance Documentation _____ (complete middle section)							
In-Kind Documentation _____							
Written Check Back-up _____							
Date of Request _____							
Date of Expense	Check/Invoice # <i>(if Applicable)</i>	Paid to Whom?	For What?	Site (use if more than one)	Amount	For Office Use	
Attach additional pages as necessary				TOTAL:			

Person completing form (print name): _____ **Signature:** _____
Person to be paid (if different): _____
Address where check to be sent: _____
Phone number where you may be reached with questions: _____ **E-Mail:** _____

Original or photocopies of all receipts must be submitted with this form for reimbursement requests and documentation of cash advances.
 Original bills or invoices should accompany requests for payment. Also please attach return request envelopes and other relevant documentation.
 For backup support of checks already written, please attach original or photocopies of invoices, receipts or other written documentation.
 Please submit receipts for purchases made with Cash Advance funds and return any unspent funds to the Financial Secretary at the conclusion of the event.
 Questions: Contact the State Financial Secretary (FinancialSec@kairosoklahoma.org) or the State Treasurer (treasurer@kairosoklahoma.org).

Send completed forms and supporting documentation to Kairos Financial Secretary, PO Box 54383, Oklahoma City, OK 73154-1383