



Check Request Voucher

The Tamiouchos (AKA) and Anti-Tamiouchos (YDF) disburse funds. No checks will be written without a completed voucher that has been reviewed and signed by the Committee Chair, YDF Program Director (if applicable), and the Basileus/YDF President. ABSOLUTELY no checks will be written during chapter meetings, executive board meetings, or other chapter events. Completed vouchers can be mailed/ emailed/hand-delivered to the Tamiouchos (AKA) or Anti-Tamiouchos (YDF). After receipt of the completed voucher, a check will be delivered or mailed to the Soror and/or vendor. Any item not budgeted for needs to be approved by the Executive Board.

Requested by:

Date of request:

Date required:

Issue a check to:

Amount:

Account Name:

Office/Committee/Program/Activity:

In Payment Of:

ORIGINAL SUPPORTING DOCUMENTATION (receipts, invoices, etc.) NEEDS TO BE ATTACHED TO THE COMPLETED VOUCHER!!!

VENDOR INFORMATION (must complete W-9)

Contact Name:

Business Name:

Address:

City, State, Zip Code:

Telephone Number:

Email Address:

Requestor Signature:

Reviewed by Committee Chairman:

Budget Line Item:

Reviewed by YDF Program Director:

Approved by Basileus/YDF President:

Payment issued on check number:

Date Issued:

Issued by Tamiouchos/Anti-Tamiouchos: