

**ZUO-YDF Electronic Check Request Voucher
Guidelines**

Requested By:

- Only Committee Chair and Co-Chair may complete voucher
- Requestor can't complete form for funds in which they are reimbursed.

Date of Request:

- Current date

Date Required:

- Date Funds should be in hands of recipient.

Email Address:

- Requestors email address (a confirmation email will be sent to you).

Issue a Check to:

- Name of person receiving check (Please confirm with vendors if check is in company name or their name).

Amount Requesting:

- Amount of Invoice or receipt
- Please remember YDF is tax exempt (present vendor with copy of exemption from finance)

Account Name:

- AKA
- YDF
- Akademy

Program/Activity

- Event name (i.e. Healthy Minds Health Bodies, Sekure the Experience)

Budget Line Item:

- Copy of Approved Operations and YDF Budgets found on Members Only Website (i.e. Scholarships, Donations, Courtesies, Standards, Debutante, etc.).

Requesting Committee:

- Committee requesting funds (Finance, Tamiouchos, Standards, Debutante, Fundraising etc.).

In Payment Of:

- What is payment for (Supplies for Event, Postage, Reimbursement)

Upload Documentation:

- Original Supporting Documentation (receipts, Invoices, etc.).
- Please also, load W9 for all Vendors
- Document will not let you move forward without documentation loaded

Mail Check

- Yes or NO
- May also request funds be sent via Zelle (assure to include Zelle id of recipient).

Vendor Information

- Contact Name
- Business Name
- Address
- City
- State
- Zip
- Phone Email

Committee Chairman Signature

- Chairman or Co-Chair
- Type or Draw

Submit

- Once you press submit a notification will go to the President/Basileus and Tamiouchos simultaneously.
- Request will receive confirmation of submission in email.